

Sl.No	Name of the post	Duties & responsibilities
1	Manager (Govt. Press)	<ol style="list-style-type: none"> 1. The Manager, Govt. Press, Port Blair is the in-charge of the entire Press and exercises all financial and administrative powers subject to limitation as laid down in the rules and responsible for policy, coordination and planning in the Press. 2. He is the top most technical officer in the Press and responsible for economical, expeditious production and corresponds directly with Indenters on technical matters. 3. He acquaints himself with relevant portions of all Acts affecting the Press, its workers and sees that machinery and fittings are maintained in a state of highest efficiency. 4. He is responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished. 5. He is the Chairman for Technical Trade Test of the Press and Member in the DPC/DSC for Recruitment Board for Group 'C' Industrial Posts. 6. He is the authority for all the administrative and accounts sections of Press and in all respect of Pay and Allowances etc., also gets accounts reconciled with Pay & Accounts Office. 7. All service books, leave accounts are kept under his custody, functions as DDO. 8. He will frequently inspect the machines in the Press and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machines are idle.
2	Chief Editor (English)	<p style="text-align: center;">JOB DESCRIPTION</p> <ol style="list-style-type: none"> 1) Responsible for daily publication of "The Daily Telegrams" smoothly and efficiently with the available manpower and resources. 2) Finalization of News of Editors, News-Reporters, Sub-Editors etc. 3) Drafting, preparation of news and other related media items from the press release, press communiqués, handouts etc. 4) Compilation of the day today news and assisting in editing of news stories of the Government and Private. 5) Compilation of news items sent from various sources by the agencies, reporters and the departments. 6) Importance-wise arrangement for publishing the news in the newspaper. 7) Coordinating with Sr. Correspondent, Editors and Sub-Editor in maintaining the quality of the news items & photographs for the newspaper wherever and whenever necessary. 8) Keeping up of proper records of the compiled and edited news and published news. 9) Required to assist Editors and other staff in proof reading and in publishing the newspaper before final printing. 10) Redressal of grievances of sub-ordinate staff under the control of the Chief Editor (English). 11) Submission of proposals for equipments / items through the controlling officer with the detailed justification alongwith status of old items. 12) Proper up-keeping of inventory of stores, assets and related Govt. machinery provided to Chief Editor (English) alongwith the source of receipt and all other important information. 13) Taking action to dispose off the old condemned and unused equipments, stores and other items. 14) Submission of yearly physical verification records of the assets under the control of Chief Editor (English). 15) Any other works assigned by the Publicity Officer / Director (IP) and other senior officers of the Administration from time to time.
3	Chief Editor (Hindi)	<ol style="list-style-type: none"> 1) Responsible for daily publication of "Dweep Samachar" smoothly and efficiently with the available manpower and resources. 2) Finalization of News of Editors, News Reporters, Sub-Editors etc. 3) Drafting, preparation of news and other related media items from the press releases, press communiqués, handouts etc. 4) Compilation of the day-to-day news and assisting in editing of news stories of the Government and Private. 5) Compilation of news items sent from various sources by the agencies, reporters and the departments. 6) Importance-wise arrangement for publishing the news in the newspaper. 7) Coordinating with Sr. Correspondent, Editors and Sub-Editor in maintaining the quality of the news items & photographs for the newspaper wherever and whenever necessary. 8) Keeping up of proper records of the compiled and edited news and published news. 9) Required to assist Editors and other staff in proof reading and in publishing the newspaper before final printing. 10) Redressal of grievances of sub-ordinate staff under the control of the Chief Editor (Hindi). 11) Submission of proposals for equipments / items through the controlling officer with the detailed justification alongwith status of old items. 12) Proper up-keeping of inventory of stores, assets and related Govt. Machinery provided to Chief Editor (Hindi) alongwith the source of receipt and all other important informations. 13) Taking action to dispose off the old condemned and unused equipments, stores and other items. 14) Submission of yearly physical verification records of the assets under the control of Chief Editor (Hindi). 15) Any other works assigned by the Publicity Officer / Director (IP) and other senior officers of the Administration from time to time.

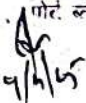

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Assistant Director (Admn.)
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पोर्ट ब्लेयर / Port Blair

4	PRO	Coordinating/liaisoning mainland media accompanying VIP's visiting A&N Islands, creating of media centre for visiting press persons, attending & organizing of fairs and festivals locally & at mainland, helping in framing of media policy for A&N Islands, media facilitation etc. as per the direction of the superiors. Coordinating state level functions of A&N Administration. Assisting in organizing of exhibition/participation etc. Any additional work given by the superiors..
5	Sr. Correspondent	Collection, Compilation and Scrutiny of news collect and compile by Correspondents & of News Reporter before forwarding to the Chief Editor for printing. In addition, release of Govt. Advertisement. Monitoring the A. & N Advertisement Rules & Press Correspondence Accreditation Rules and related Amendments. Any additional work given by the superior.
6	Artist/Designer	Preparation of State Level designs for the Tableaux for RD Parade, New Delhi. Assisting in organizing of State Level Exhibitions at Port Blair/Mainland. Participating and Artistically contributing in different exhibition at Port Blair/Mainland & related art work required by A&N Administration, time to time Any additional work given by the superiors.
7	Correspondent	1. Collection & Preparation of News of State importance, press releases for the local print media in A & N Islands, release of Govt. Advertisements, monitoring of proper implementation of A & N Advertisements Rules & Press Correspondence Accreditation Rules including amendments time to time. 2. Any additional work given by the superiors.
8	JE(Electrical)	1. He should work as a supervisor of his section under the control of his superiors of the Section. 2. He should know the correct specification of electrical items while executing electrical repairs/works. 3. Have the capacity to fault finding, report defect in detail, repair the fault on vehicle himself, maintain inventory of repairs required with record. 4. Ensure proper maintenance of history book of all major machinery (Electrical) and record the activity. 5. To prepare analysis report in case of any major failure and submit to superiors as and when basis. 6. Responsible for proper maintenance of records of inventories (Tools and Plants). 7. Responsible for proper repairs and maintenance of electrical appliances of vehicle. 8. Responsible for taking all precautionary safety measures concerning with the electric supply of vehicle. 9. Responsible for smooth functioning on internal/external electric supply and electrical appliances of vehicle. 10. Responsible for maintenance of dead stock register of spares (electrical items). 11. Recording of measurements of stores received items of work on Work Order/Tender etc.
9	JE(Mech)	1. Responsible for preventive maintenance of vehicles. 2. Attending timely repair of vehicles. 3. Maintenance of all records related with workshop and stores manually as well as through computers. 4. Maintenance of minimum stock level of stores by advance planning. 5. Initiating procurement, maintenance and disposal of tools, plants and machineries. 6. Ensure discipline through proper supervision. 7. Proper planning for keeping the vehicles in excellent running condition. 8. Timely disposal of unserviceable stores. 9. Timely wedding out of records as per norms. 10. Responsible for bus schedule maintenance. 11. Inspection of vehicles and preparation of estimates for departmental as well as other vehicles. 12. Supervision of operational side (Traffic) whenever necessary. 13. Maintain cordial relation between operational and workshop side. 14. Any other works entrusted by the superiors,

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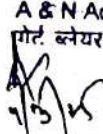

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10	Amusement Equipment Operator	<ol style="list-style-type: none"> 1. He will function as In-Charge of the equipment of the particular Amusements Unit. 2. He should operate the equipment. 3. He should check the equipment daily before operation. 4. He should check nut bolt and other important parts of the equipment and spare daily before commencement of the operation. 5. He should attend the basic repair and maintenance of the equipment. 6. He should take care of the guests during rides and should attend to them in case of emergency, be extending them help/ first aid, as per requirement. 7. He should take care of safety precautions required for the equipment and also for the guests. 8. He should be fully prepared to extend all sorts of help in case of emergencies. 9. After completion of ride he should ensure that the equipments are kept properly/safely at the designated place.
11	Attendant	<p style="text-align: center;"><u>DUTIES AND RESPONSIBILITIES OF ATTENDANT</u></p> <ol style="list-style-type: none"> 1. He should always keep in mind that guests'/tourists satisfaction is the motto. 2. He should be well behaved and should be courteous/polite and helpful while attending the guests'/tourists. 3. He should ensure that the place he works in always neat and clean. 4. He should facilitate the tourists/guests while checking in and checking out by carrying his luggage to/from the room and extend other courtesies. 5. He should be available as when called. 6. He should have basic knowledge of housekeeping (bed making, cleaning etc.). 7. He should be ready to work in complete co-ordination with all department of Guest House like Reception, Housekeeping & Restaurant etc. 8. He should attend to any other works or may be assigned by superior. 9. Well behaved and courteous.
12	Bearer	<ol style="list-style-type: none"> 1. He should always keep in mind that guest/tourist satisfaction is the motto. 2. He should be well behaved and courteous while attending the tourist/guest. 3. He should facilitate the tourist/guest while checking-in/checking-out by carrying his luggage to/from the rooms and extend other courtesies. 4. He should ensure that the serving place is always neat and clean. 5. He should serve the food as per ordered by the guest and should ensure that the table is clean. 6. He should ensure that crockery is properly and safely used without breaking. 7. He should have basic catering knowledge such as preparation of tea, coffee etc. 8. He should be ready to work in coordination with all department of the Guest House like Front Office, Reception, Kitchen, Restaurant, Housekeeping etc. 9. He should attend to any other works as may be assigned by the superior.
13	Cinema Operator	<p style="text-align: center;">Organizing of Film Shows in different parts of the Islands.</p> <p style="text-align: center;">Any additional work given by the superior.</p>
14	Cleaner	<p style="text-align: center;">Cleaning of Departmental Vehicles & Assisting to the Driver for proper maintenance of the vehicle.</p> <p style="text-align: center;">Any additional work given by the superiors.</p>

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 1/3/25

15	Cook	<ol style="list-style-type: none"> 1. He should be able to prepare various types of Mughlai, Continental, Indian (South and North India Food) and Chinese, Cuisine. While preparing he should maintain the hygienic and should not serve stale food to the tourist, guest. 2. He should have the capability to manage/control affairs of the Kitchen and Restaurant. 3. He should always keep in mind while performing the duty that Guest/ Tourist satisfaction is our motto. 4. He should be well behaved and courteous while handling the Tourist/Guest. 5. He should ready to work in complete coordination with all divisions of the Guest House viz. Front Office/Reception, Kitchen, Housekeeping etc. 6. He should attend to his work in proper uniform which should neat and tidy. 7. He should have basic knowledge of preparation of bill etc. 8. If required, he should be able to serve food to the Guest/Visitor. 9. He should not leave the work place without intimation to the immediate In-Charge. 10. He must attend to any other works which may be assigned to him by his Controlling Officer of Unit In-Charge.
16	Driver (Tourist Bus)	<ol style="list-style-type: none"> 1. He should possess valid Heavy Vehicle Driver License in hand. 2. He should wear proper uniform daily. 3. He must be able to read English/Hindi, numerals and figures. 4. He should drive the vehicles in safe way as per traffic rules. 5. He should be punctual in attendance. 6. He should maintain true and correct accounts of the journey of vehicle in the Log Book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis. 7. He should get the Log Book verified and signed by the designated authority on monthly basis. 8. He should keep the vehicle neat and clean by water washing, wiping and polishing. 9. He should check the oil, lubricant, water and brake every day before the vehicle being taken for driving. 10. He must have practical knowledge of petrol and diesel engine working and able to locate faults and rectify minor running defects. 11. He must be able to change wheels and correctly inflate the tyre. 12. He should maintain tool kit in the vehicle. 13. He should keep the spare wheels/part in the vehicle in safe custody and in good condition. 14. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damaged parts etc. 15. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the Office. 16. He should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair. 17. He is responsible for timely reporting of break downs/accidents to the authorities. 18. He is responsible to collect the bills for repairing charges/cost of spare parts of the vehicle and submit in the office for arranging timely payment.
17	Editor (Hindi)	<ol style="list-style-type: none"> 1. Working under the direct supervision of Chief Editor "Dweep Samachar". Supervision/Editing of the News items filed by Newspaper run by IP Division. 2. Any additional work given by the superior.
18	Electrician Gr.II	<ol style="list-style-type: none"> 1. He shall work under the supervision of Junior Engineer (Electrical). 2. He should work as per the direction and instruction of his superiors. 3. He is responsible to keep Electrician Kit and proper maintenance of accounts of tools issued to him. 4. He should do repair works and maintenance of electrical supply of all Departmental Vessels. 5. He shall take precautionary safety measures while doing repair works of all Departmental Vessel. 6. He is responsible for smooth functioning of Internal / External Electrical Supply and Electrical Appliances of Departmental Vessel. 7. He is responsible for electrical repairs works carried out on the Departmental Vessels. 8. He should know the correct specifications of electrical items while executing electrical repairs/works. 9. He should have knowledge of providing all types of Domestic/Industrial Electrical Connections of all types of vessels. 10. Since the service of the department is an essential service as such do urgent nature of works as and when required even beyond normal duty hours and Holidays in the interest of public service.

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1/1/2022

19	Greaser Gr.II	<ol style="list-style-type: none"> 1. He should obey the direction of Chief Engine Driver of the vessel. 2. If any technical problem occurred in the engine, he should immediately inform to the Chief Engine Driver 3. He should be available in the engine room during the journey. 4. He should be responsible for repair of the engine. 5. He should have to maintain the engine regularly with proper lubricate under the guidance of Engine Driver. 6. He should not leave the vessel without permission of the Chief Engine Driver/Master. 7. He must attend any other works assigned by Chief Engine Driver/Master. 8. Well behaved and courteous.
20	Lascar Gr.II	<ol style="list-style-type: none"> 1. He should obey the direction of the master of the Vessel. 2. During the embarkation and disembarkation of the Vessel, he should be available at deck area under the guidance of the Master. 3. He should be courteous with visitor/tourists. 4. He should inform to the Master, if any accident occurred on the board/deck area 5. He should take care of safety precaution of the visitor/tourists. 6. He should take care of guest during journey and should attend them on any emergency and by extending them help/first aid, as per requirement. 7. He should check the rope. 8. He should take care of guest during embarkation and disembarkation. 9. He should not leave the vessels without intimation of the Master. 10. He must attend any other works assigned by Master of the vessel.
21	Librarian Gr.II	<p>Maintaining Media Library of different books of A&N Islands, Press related Rules & Regulations etc. Any additional work given by the superiors.</p>
22	LMVD	<ol style="list-style-type: none"> 1. He should possess valid Driving License in hand; 2. He should wear proper uniform daily; 3. He must be able to read English/Hindi, Numerical and figures; 4. He should drive the vehicle in safe way as per traffic rules; 5. He should be punctual in attendance; 6. He should maintain true and correct entry of the journeys of vehicle in the Log Book and maintain accounts for the fuel drawn for vehicle on weekly basis; 7. He should get the Log Book verified and signed by the designated authority on monthly basis; 8. He should keep the vehicle neat and clean by water washing, wiping and polishing; 9. He should check the oil, lubricant, water and brake every day before the vehicle being taken for driving; 10. He must have practical knowledge of petrol and diesel engine working and able to locate faults and rectify minor running defects; 11. He must be able to change wheels and correctly inflate the tyre; 12. He should maintain tool kit in the vehicle; 13. He should keep the spare wheels/parts in the vehicle in safe custody and in good condition; 14. On the vehicle being sent for repairs etc., he would be required to maintain close co-ordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc. 15. The damage/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office; 16. He should maintain a date-wise record entry in respect of the repairs, cost of spare parts replaced at the time of carrying out the repair; 17. He is responsible for timely reporting of breakdowns/accidents to the authorities
23	Maintenance staff Cleaner	<p style="text-align: center;">VEHICLE CLEANER</p> <ol style="list-style-type: none"> 1. He should clean and wash Cars, Trucks, Vans and other vehicle of the Department. 2. He should polish automobiles and perform related cleaning services and should drive vehicle on to the wheel track for washing. 3. He should check the vehicle thoroughly for minor repairs and paints peel - offs. 4. He should clean the entire body of the vehicle using brush, cloth and detergent and also clean and wash front and rear of the vehicles. 5. He should perform hand wash of parts that are not washable by equipment. 6. He should maintain inventories of cleaning materials like detergents, polish, wax, brushes, tools and equipment. 7. He should check and replace defective spray jets and hoses. 8. He should maintain washing equipment and tools in good running condition. 9. He should have the basic knowledge of first aid and fire fighting equipment. 10. He should attend to any other works assigned by superior. 11. Well behaved and courteous behaviour.

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24	MTS	<ol style="list-style-type: none"> 1. Proper maintenance of Official records of the Section. 2. General cleanliness and upkeep of the Section/Office. 3. Carrying of files and other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non/clerical works in the Section/Office. 6. Assistance in routine office work like daily, dispatch etc. including on Computer. 7. Delivering of Dak (out- side the building/other Offices). 8. Watch and Ward duties. 9. Opening and closing of rooms. 10. Cleaning of rooms/wash room. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures etc. 13. Work related to his ITI qualification, if its exists. 14. Driving of vehicles, if in possession of valid driving license. 15. Upkeep of parks, lawns, potted plants etc. 16. Any other work assigned by the superior authority.
25	News Reporter	Collection & Filling of News Stories from various source with Photograph to the Chief Editor/ Editor "The Daily Telegrams" any additional work given by the superior.
26	Official Photographer	<ol style="list-style-type: none"> 1. Coverage of State level & other official functions of importance. Selection & Preparation of Photographs. Preparation of Albums for VVIP, A/VIPs for presentation as per direction of the superiors. 2. Preparation & presentation of reference Albums of the VVIP/VIP/IP visit & important functions. 3. Keeping/maintenance of stock of quality photos for official requirement like calendars, brochures etc. 4. He will also assist the Sr. Photographer as and when required. <p>Any additional work given by the superiors.</p>
27	Photography Attendant	Assisting Sr. Photographer/ Official Photographer, in connection with photo coverage, VIP coverage, State function etc.
28	Projector Attendant	Cleaning of Projector Screen, helper of Cinema Operator, checking of Film etc. Any additional work given by the supervisor.
29	Publicity Assistant	Assisting for organizing of Press Conference, National Press Day, Bharat Darshan Tour & Media Facilitation during VIP visit to A&N Islands and related works. Any additional work given by the superiors.

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 4/10/14

30	Receptionist	<ol style="list-style-type: none"> 1. To provide Tourist Information about Andaman and Nicobar Tourism (Tourist Place) to the tourist/visiting Guest. 2. To attend the liaison duty as and when required. 3. To maintain the stock of the Tourist Literature/Booklet, DCs etc. and ensure revenue is deposited on time. 4. To ensure comfort of the Guests when they are attached to the Guest House or any other Unit of Directorate of IP&T. 5. To have updated information about tourist place, connections to the tourist places, ship fare/ship schedule etc. Flight/Helicopter connection and their rates. Hotels/Private sector accommodation/package tour conducted by the Department.
31	Assistant Amusement Equipment Operator	<ol style="list-style-type: none"> 1. He should always keep in mind that tourist's satisfaction is the motto. 2. He should be well behaved and should be courteous/polite and helpful while attending the tourists. 3. He should ensure that the equipments are in working condition. 4. He should have the basic knowledge of first aid and fire fighting equipments. 5. He should ensure that the place he works is always neat and clean. 6. He should be punctual in his duty. 7. He should attend to any other works or may be assigned by superior.
32	Sail Maker	<ol style="list-style-type: none"> 1. He should always keep in mind that guest/tourist satisfaction is the motto. 2. He should be well behave and courteous while attending the tourist/guest. 3. He should facilitate the tourist/guest while checking in/ checking out the rooms and extend other courtesy. 4. He should have basic knowledge of stitching curtain, table cloth, apron, sofa cover etc. 5. He should be able to repair the Sewing Machine when not in proper condition. 6. He should have basic knowledge of housekeeping bed making, cleaning etc. 7. He should be ready to work in co-ordination with all department of the Guest House like Front Office, Reception, Kitchen, Restaurant, Housekeeping etc. 8. He should attend to any other works as may be assigned by the superior. 9. Well behaved and courteous.

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33	SCD Gr.II	<ol style="list-style-type: none"> 1. Should drive the vehicle in safe way as per traffic rules. 2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts of the fuel drawn for vehicle on weekly basis. 3. Should get the log book verified and signed by the designated authority on monthly basis. 4. Should keep the vehicle neat and clean by water washing and wiping and polishing. 5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving. 6. Must be able to change the wheels and correctly inflate the tyre. 7. Should maintain tool kit in the vehicle. 8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition. 9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with the workshop to get the vehicle repaired in time keep himself abreast of the progress of repair/ replacement of damaged parts etc. 10. The damaged/ replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office. 11. Should maintain a date-wise record entry in respect of the repairs cost of spare parts replaced at the time of carrying out the repair. 12. Responsible for timely reporting of break downs/ accidents to the authorities. 13. Should take action to get the vehicle serviced.
34	Sr. Photographer & Videographer	<ol style="list-style-type: none"> 1. Coverage of State Level & other official functions of importance. Selection & Preparation of Photographs, preparations Albums for VVIPs / VIPs for presentation as per direction of the superiors 2. Preparation & presentation of reference Albums of the VVIP / VVIP visit & important functions. 3. Keeping/maintenance of stock of quality photos for official requirement like calendars, brochures etc. Any additional work given by the superiors.
35	Steward	<ol style="list-style-type: none"> 1. He should always keep in mind that guest/tourist satisfaction is the motto. 2. He should be well behaved and courteous while attending the tourist/guest. 3. He should facilitate the tourist/guest while checking in, checking out by carrying his luggage to/from the rooms and extend other courtesy. 4. He should ensure that the serving place is always neat and clean. 5. He should serve the food as per ordered by the guest and should ensure that the table is clean. 6. He shall ensure that crockery is properly and safely used without breaking. 7. He should have basic catering knowledge such as preparation of tea, coffee etc. 8. He should be ready to work in coordination with all department of the Guest House like Front Office, Reception, Kitchen, Restaurant, Housekeeping etc. 9. He should attend to any other works as may be assigned by the superior.
36	Sub-Editor (English)	<ol style="list-style-type: none"> 1. Working under the direct supervision of Chief Editor/Editor "The Daily Telegrams" preparing a copy from the News submitted by the Reporters in the News format & presenting the same to Chief Editor/Editor for final editing & printing. They are required to assist the Editors in proof reading at the time of final printing. Attending of functioning for reporting in the absence of Reporter. 2. Any additional work given by the superiors.

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37	Sub-Editor (Hindi)	<ol style="list-style-type: none"> 1. Working under the direct supervision of Chief Editor/Editor "Dweep Samachar" preparing a copy from the News submitted by the reporters in the News format & presenting the same to Chief Editor/Editor for final editing & printing. They are required to assist the Editors in proof reading at the time of final printing. Attending of functioning for reporting in the absence of Reporter. 2. Any additional work given by the superiors.
38	Supervisor (Film Unit)	<p>Unit In-charge responsible for maintenance and management of RA set, LCD's and other electronic equipments. Any additional work given by the superior.</p>
39	Technician	<ol style="list-style-type: none"> 1. Management and overall maintenance of Sound and Light Show. 2. Identification and procurement of latest Electrical/ Electronic equipment. 3. Management of Computer system and IT related matters in the department. 4. Maintenance of all Electrical/ Electronic installations pertaining to the department. 5. Responsible for maintenance of Electrical systems in the Directorate of IP&T.
40	Tourist Guide	<ol style="list-style-type: none"> 1. To provide Tourist Information about Andaman and Nicobar Tourism (Tourist Place) to the tourist visiting Guest. 2. To attend the liaison duty as and when required. 3. To maintain the stock of the Tourist Literature/Booklet, CDs etc. and ensure revenue is deposited on time. 4. To ensure comfort of the Guests when they are attached to the Guest House or any other Unit of Directorate of IP&T 5. To have updated information about tourist place, connections to the tourist places, Ship Fare/Ship Schedule, etc., Flight/Helicopter connection and their rates. Hotels/Private Sector Accommodation/Package Tour conducted by the Department.

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4/1/18