

Disclosure under Section 4(1) (b) of Right to Information Act, 2005

Section 4(1)(b)(i)

The particulars of its organization, functions and duties: -

Name of organization	<u>Govt. ITI Daulatpur</u>
Establishment and Address	Govt. ITI Daulatpur VPO Daulatpur (Kulthi Road) Tehsil & Distt. Kangra HP- 176038
Contact No.	01892-268032
Web Site	www.itidaulatpur.edu.in
Code allotted by the DGT	GR02000258

Sr. No	Section	Function	Duties
1.	Office of the Principal Govt. ITI Daulatpur	Management of Institute	<ol style="list-style-type: none">1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.3. Training programmes are carried out according to schemes.4. Raw materials are purchased as per instructions/guidelines issued by concerned deptt. in time and duly supplied.5. Machine and equipment are properly maintained.6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.7. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.8. Proper discipline is maintained in the institute.9. There is close relationship between the trainees and the instructional staff.10. Proper security arrangements are maintained and safety precautions observed.11. Trainees get the proper medical aid and welfare arrangements are available.

			12. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.
2.	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.
3.	Fitter trade	To impart knowledge & skill to the trainees of Fitter trade.	-do-
4.	Fashion Design & Technology trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	-do-
5.	Welder trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	Teaching, conducting examination, conducting evaluation, seminars.
6.	Workshop	Imparting Skill training to trainees	To maintain the workshop machinery, instruments and devices
7.	IT Lab	To teach related to Computer	Teaching the IT syllabus to trainees. Perform Internet based assignments, online data processing
8.	Library	Issuing books to trainees and the faculty, book keeping and maintenance.	1. Maintaining the stock and store record of the library. 2. Issuing the books to student and faculty. 3. General administration. 4. Books selection acquisition. 5. Planning developing the library. 6. Orienting the users towards effective utilization of library services. 7. Supervising and cataloguing indexing. 8. Any other duty assigned by the Director cum Principal.

Section 4(1)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Sh. Santosh Narayan
Designation	Principal
Powers	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. Academic & administrative management of the institution.
	2.Providing academic and administrative leadership
	3. Monitoring and evaluation of academic activities in the institution.
	4. Ensure that the institution assets are managed efficiently and responsibly
	5. Campus discipline and maintenance.
	6. Ensure the ITI has the necessary infrastructure, such as a library and Workshops.

	7. Public relations and interaction with the community.
	8. Participating in policy and system planning at State Regional and National levels for development of Technician education.
	9. Promoting and coordinating continuing education activities
	10. Organizing and coordination consult services.

Name	Sh. Dinesh Singh
Designation	Instructor Electrician/Sr. Faculty
Duties	<p>Training and Placement Officer in an institution is responsible for the following:</p> <ol style="list-style-type: none"> 1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections. 2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards. 3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time. 4. Safety precautions are observed in the workshop. 5. Sections function strictly according to the time schedule laid down and proper discipline maintained. 6. Any other duty assigned by the Principal.

Designation	Instructor
Duties	<ol style="list-style-type: none"> 1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises. 2. Maintenance of attendance register, progress cards, raw-material register, tool and equipment register, manufacturing register and other sectional records in accordance with instructions. 3. Checking and correcting of theory notes, practical work and journals of trainees. 4. Preparing charts, drawing and other visual aid material for the section. 5. Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily. 6. Requisitioning of tools and raw materials required for the section. 7. Ensuring close relationship with the trainees. 8. Attending to leave application of trainees.

Designation	Superintendent Grade-II
Duties	<p>Superintendent Grade-II supervise work of the Ministerial staff posted in the institute and submit their cases to the Principal. He also performs the duties assigned by the head of the institute.</p>

Designation	Junior Office Assistant/Clerk
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Duties	Currently the post of Clerk-cum-Store keeper lying vacant w.e.f. 10-06-2024. Temporarily Sh. Vikas Rana, Trainer IT & Sh. Dinesh Singh, Instructor Electrician appointed as a Temporary Clerk. Clerk performs the duties assigned by the head of the institute i.e. To Deal with seat of Govt. Account & SWF Cash, seat of Establishment branch, IMC establishment and accounts.
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SECTION 4(1)(b)(iii)

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The procedure followed in the decision-making process is as per the State Government DTE, DGT guidelines from time to time and accountability as fixed by the government from time to time.

SECTION 4(1)(b)(iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

The norms set by Govt. from time to time by Govt. Gazette notification, by DGT norms and DTE & HPTSB Himachal Pradesh regulations.

Section 4(I)(b)(v)

THE RULES, REGULATIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

The rules, regulations, instructions, manuals and records are followed by the employees for discharging its functions by using Treasury Manual Government of Himachal Pradesh Civil Service code, administrative procedures and instructions issued by DTE from time to time and also instruction available in their website i.e (<https://techedu.hp.gov.in/> & <https://www.hptechboard.com/>)

Section 4(I)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-

Sr. No.	Category of document	Procedure to obtain the documents
1	2	3
1.	Bank Pass Books	The Documents can be obtained from concerned officer in charges
2.	Service Book	
3.	Personal files	
4.	Diary and Dispatch Register	
5.	Bill Register	
6.	Book of Drawl Registers	
7.	DCR	
8.	Cash-Books	
9.	Admission registers	
10.	Demand Book	
11.	Placement Record	
12.	Trainees Result	
13.	Vehicle logbook (where vehicle is available	

14.	Duty Register	The Documents can be obtained from concerned officer in charges
15.	RTI Register	
16.	Vidhan Sabha Question Register	
17.	Files related to budget, correspondence	
18.	Files & document related to building, Academic, Examination DET	
19.	Files related to procurement/Tender/Stock Register such as permanent stock register, raw material register, sub-stock register, indent book, works order, store return book	
20.	Files related to Governing Body Meeting.	
21.	Files related to trainees counselling	
22.	Files related to Hostel, etc	
23.	Training Material of Trainees	

Section 4(1) (b) (vii)

Details of consultative committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable

Section 4(1) (b) (viii)

Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee.

Sr. No.	Officials of ITI	Act As
1.	Sh. Puran Chand Verma, M/s Verma Furniture House VPO Daulatpur Distt. Kangra HP	Chairman IMC
2.	Principal of the Govt. ITI Daulatpur	Member Secretary
Members Nominated by Industry Partner		
3	Sh. Ram Krishan, Ram Krishan Govt. Contractor Vill. Dhinnu PO Kulthi Tehsil & Distt. Kangra HP	Members
4	Sh. Raman Sharma, Raman Sharma Govt. Contractor VPO Kulthi Tehsil & Distt. Kangra HP	Members
5	Sh. Rajesh Kumar, M/s Raj communication Daulatpur Tehsil & Distt. Kangra HP	Members
6	Sh. Harish Kumar M/s Dharampal Fancy Cloth House Vill. Baag PO Daulatpur Tehsil & Distt. Kangra HP	Members
Members Nominated by the State Govt.		
7	The Distt. Emp. Officer of Distt. Kangra HP	Member
8	Representative of State Directorate (Officer dealing with Vocational & Ind. Trg.) DTE Sundernagar HP	Member
9	Principal GSSS Daulatpur Distt. Kangra HP	Member
10	Group Instructor, Govt. ITI Daulatpur Distt. Kangra	Member
11	Student representative (Payment Seat), Govt. ITI Daulatpur Distt. Kangra HP	Member

2. Hostel Management Committee.

Sr. No.	Officials of ITI	Act As
Not Available Hostel Facility in this institute		

3. Anti-ragging committee.

Sr. No.	Officials of ITI	Act As
1.	Sh. Dinesh Singh (Anti- ragging Committee)	Chairperson
2.	Mrs. Priya Sharma	Member
3.	Sh. Vikas Rana	Member
4.	Sh. Kamleshwar Singh	Member
5.	Mrs. Rajni Devi	Member

4. Quarters Allotment Committee.

No residence facility available under this institute.

5. Sexual Harassment Committee/Women cell.

Sr. No.	Officials and Designation	Act As
1.	Smt. Priya Sharma (Instructor)	Chairperson/Presiding officer
2.	Smt. Mamta Sharma (Associate Project Co-ordinator NGO Jagori Charitable Trust Dharamshala)	External Member
3.	Sh. Dinesh Singh (Instructor)	Member
4.	Sh. Vikas Rana (Trainer)	Member
5.	Miss. Upma Thakur (DEO)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1.	Sh. Dinesh Singh	Sr. Faculty
2.	Smt. Priya Sharma	Member
3.	Sh. Kamleshwar Singh	Member
4.	Sh. Vikas Rana	Member
5.	Miss. Upma Thakur	Member
6.	Student representative of Free Seat	

7. Purchase Committee of the institute.

Sr. No.	Officials of ITI	Act As
1.	Sh. Dinesh Singh (Store/Officer)	Purchase Officer
2.	Miss. Upma Thakur (Store Keeper)	Member
3.	Smt. Priya Sharma (Member)	Member
4.	Sh. Pankaj Bhardwaj (Member)	Member
5.	Sh. Vishal Kumar (Member)	Member
6.	Concerned Instructor/Trainer/Other	Member

11. Physical Verification committee

Sr. No.	Employee & Designation	Act As
1.	Sh. Dinesh Singh (Instructor Electrician)	Store Officer

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation/ Trade name	Duty Assign
1.	Sh. Dinesh Singh	Instructor Electrician	Nodal Officer

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1.	Sh. Dinesh Singh	Instructor
2.	Sh. Amnish Sharma	Instructor
3.	Smt. Priya Sharma	Instructor
4.	Sh Kamleshwar Singh	Instructor
5.	Sh. Pankaj Bhardwaj	Instructor
6.	Smt. Swarna Devi	Instructor
7.	Sh. Vikas Rana	Trainer
8.	Sh. Vishal Kumar	Trainer
9.	Sh. Manoj Kumar	Trainer
10.	Sh. Manoj Kumar	Trainer
11.	Miss. Upma Thakur	DEO
12.	Sh. Nitin Thakur	Peon-Cum Chowkidar
13.	Sh. Shivam	Chowkidar
14.	Smt. Rajni Devi	Sweeper

Section 4(1) (b) (ix)

Sr. No	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	E.mail
1	2	3	4	5
1.	Sh. Dinesh Singh	Instructor	01892-268032	dineshguleria67@gmail.com
2.	Sh. Amnish Sharma	Instructor		amnish2007@gmail.com
3.	Smt. Priya Sharma	Instructor		rohi333108@gmail.com
4.	Sh Kamleshwar Singh	Instructor		principalitidaulatpur@gmail.com
5.	Sh. Pankaj Bhardwaj	Instructor		principalitidaulatpur@gmail.com
6.	Smt. Swarna Devi	Instructor		principalitidaulatpur@gmail.com
7.	Sh. Vikas Rana	Trainer		vikkasrana@gmail.com
8.	Sh. Vishal Kumar	Trainer		ervishal201290@gmail.com
9.	Sh. Manoj Kumar	Trainer		mk9315265@gmail.com
10.	Sh. Manoj Kumar	Trainer		principalitidaulatpur@gmail.com
11.	Miss. Upma Thakur	DEO		upmathakur1993@gmail.com
12.	Sh. Nitin Thakur	Peon-Cum Chowkidar		principalitidaulatpur@gmail.com
13.	Sh. Shivam	Chowkidar		principalitidaulatpur@gmail.com
14.	Smt. Rajni Devi	Sweeper		principalitidaulatpur@gmail.com

Section 4(1) (b) (x)

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: -

<u>Sr. No.</u>	<u>Name Officer/Official</u>	<u>Designation</u>	<u>Pay Scale (As per HP Civil Services Revised pay Rules 2022)</u>
1.	Sh. Santosh Narayan	Principal	(Level-16) (48700-154300)
2.	Smt. Swarna Devi	Instructor	(Level-11) (38500-122700)
3.	Sh. Dinesh Singh	Instructor	(Level-11) (38500-122700)
4.	Sh. Amnish Sharma	Instructor	(Level-11) (38500-122700)
5.	Sh. Kamleshwar Singh	Instructor	(Level-11) (38500-122700)
6.	Sh. Pankaj Bhardwaj	Instructor	(Level-11) (38500-122700)
7.	Smt. Priya Sharma	Instructor	(Level-11) (38500-122700)
8.	Sh. Vikas Rana	Trainer	16215 (Fixed)
9.	Sh. Vishal Kumar	Trainer	16215 (Fixed)
10.	Sh. Manoj Kumar	Trainer	16215 (Fixed)
11.	Sh. Manoj Kumar	Trainer	16215 (Fixed)
12.	Miss. Upma Thakur	DEO (Outsourced)	19402
13.	Sh. Nitin Thakur	Peon-cum-Chowkidar (Outsourced)	17284
14.	Sh. Shivam	Chowkidar (Outsourced)	17284
15.	Smt. Rajni Devi	Sweeper (Outsourced)	17284

Section 4(1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and reports on disbursements made: -

Budget Availability Report**Financial year 2024-2025**

<u>Sr. No.</u>	<u>Object Code Description</u>	<u>Amount allocated</u>
Major Head: 2230-03-003-05-SOON-NON PLAN		DEMAND-27
1.	01- Salaries & DA	8000000.00
2.	02- Wages	0.00
3.	05- Office Expense	150000.00
4.	03- Travel Expense	0.00
5.	06- Medical Reimbursement	275932.00
6.	33- Material & Supplies	50000.00
7.	65- Remuneration to outsource employee	40000.00
8.	31- Machinery & Equipment's	8000.00

Section 4(1)(b)(xii)**Manner of execution of subsidy programmes**

Not Applicable

Section 4(1)(b)(xiii)

Particulars of Recipients of Concessions, Permits or Authorizations Granted

As per H.P Govt. Policies

Section 4(1)(b)(xiv)

Details in respect of the information, available to or held by it, reduced in an electronic form: -

All the relevant details including the procurement, tender, faculty, academic, syllabus, fee Structure, NBA, NAAC, NIRF & other facilities such as scholarship, sports, hostel, canteen etc. have been available through computer-based interface on the Institution website i.e. www.itidaulatpur.edu.in

Section 4(1)(b)(xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use: -

The institute has maintained its library restricted only to its students and staff. The library is not open to the general public.

Section 4(1)(b)(xvi)

For the implementation of Right to Information Act, 2005, following Officers have been nominated as Public Information Officers & Appellate Authority:

A. Public Information Officers (PIOs):-

Sr. No	Designation of Officer	Phone No.	Email	Area of Jurisdiction
1.	Principal Govt. ITI Daulatpur	01892-268032	principalitidaulatpur@gmail.com	Govt. ITI Daulatpur Distt. Kangra HP

B. Appellate Authorities Information: -

Sr. No	Designation of Officer	Phone No.	Email	Area of Jurisdiction
1.	Deputy Director (T&P)-cum-PIO, Directorate of Technical Education HP Sundernagar Distt. Mandi		techedu-hp@nic.in	With respect to PIOs of all Govt. ITI's of the State.

Sd/-
Principal
Govt. ITI Daulatpur
Distt. Kangra HP

1. Suo-Motu Disclosure of more items under Section 4 of the RTI Act, 2005 :-

1.1 Information related to procurement

All the relevant details including the procurement, tender and student matter are made available on the website www.itidaulatpur.edu.in

1.2 Public Private Partnerships

Govt. ITI Daulatpur does not covered under this mode.

1.3 Transfer Policy and Transfer Orders

This point comes under the purview of Govt. transfer orders as well as transfer policy are uploaded on the Departmental Website.

1.4 RTI Applications

Detail of Applications received seeking information under RTI Act, 2005 in the Institute has been uploaded on the Departmental Website.

1.5 CAG & PAC Paras

Detail CAG & PAC Paras has been uploaded on the Departmental Website.

1.6 Citizens Charter

Detail of training facilities available to the youth of the State viz. Admission Procedure, Prospectus, trades available, examination procedure, results, etc. have been uploaded on the Departmental Website.

1.7 Discretionary and Non-Discretionary Grants

This Institute has not received any Grant under any Centrally Sponsored Scheme like STRIVE or under ADB.

1.8. Tours of Head of Office/Delegation

Information of Tours of Head of Office will be uploaded on the Institutional Website in future.

Sd/-
Principal
Govt. ITI Daulatpur
Distt. Kangra HP