

# 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	Govt. ITI Shimla
Establishment and Address	1962 (Approx) Govt. ITI Shimla Distt. Shimla, HP-171005. E-mail:- pplitisml@yahoo.co.in
Contact No.	0177-283-983
Web Site	<a href="http://www.itishimla.edu.in">www.itishimla.edu.in</a>
Code allotted by the DGT	GU02000080

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Shimla	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Shimla.	<ol style="list-style-type: none"><li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li><li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li><li>3. Training programmes are carried out according to schemes.</li><li>4. Raw materials are purchased in time and duly supplied.</li><li>5. Machine and equipment are properly maintained.</li><li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li><li>7. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.</li><li>8. Proper discipline is maintained in the institute.</li><li>9. There is close relationship between the trainees and the instructional staff.</li><li>10. Proper follow-up is maintained of the passed out trainees.</li><li>11. Proper security arrangements are maintained and safety precautions observed.</li></ol>

			<p>12. Trainees get the proper medical aid and welfare arrangements are available.</p> <p>13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</p>
2	Turner, Trade	To impart knowledge & skill to the trainees of Turner, Trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Electrician, Trade	To impart knowledge & skill to the trainees of Electrician Trade.	-do-
4	MMV, Trade	To impart knowledge & skill to the trainees of MMV Trade.	-do-
5	Welder, Trade	To impart knowledge & skill to the trainees of Welder Trade.	-do-
6	Draughtsman (C) Trade	To impart knowledge & skill to the trainees of D/man (C) Trade.	-do-
7	Fitter, Trade	To impart knowledge & skill to the trainees of Fitter Trade.	-do-
8	Surveyor, Trade	To impart knowledge & skill to the trainees of Surveyor Trade.	-do-
9	Steno Hindi, Trade	To impart knowledge & skill to the trainees of Steno Hinder Trade.	-do-
10	Steno English, Trade	To impart knowledge & skill to the trainees of Steno English Trade.	-do-
11	F & B, Trade	To impart knowledge & skill to the trainees of F & B Trade.	-do-
12	Plumber. Trade	To impart knowledge & skill to the trainees of Plumber trade.	-do-
13	Wireman, Trade	To impart knowledge & skill to the trainees of Wireman Trade.	-do-
14	Information & Technology Trade	To impart knowledge & skill to the trainees of Information & Technology Trade.	
15	I & CTSM Trade	To impart knowledge & skill to the trainees of I & CTSM Trade.	-do-
16	CHNM Trade	To impart knowledge & skill to the trainees of CHNM Trade.	-do-
17	COPA Trade	To impart knowledge & skill to the trainees of COPA Trade.	-do-
18	Workshop	Imparting Skill training to trainees	Workshop
19	IT Lab	To teach related to Computer	IT Lab
20	Library	Issuing books to trainees and the faculty, book keeping and maintenance.	Book keeping and purchasing new books & maintaining of the records.

## Section 4(1)(b)(ii)

### POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

<b>Name</b>	Sh. Joginder Sharma
<b>Designation</b>	<b>Principal, Govt. ITI, Shimla</b>
<b>Powers</b>	1.To administer in the Institution. 2. To take decisions in Administrative, Academic & Financial matters.
<b>Duties</b>	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 tender 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 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 foremen and supervisors 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 follow-up is maintained of the passed out trainees. 11. Proper security arrangements are maintained and safety precautions observed. 12. Trainees get the proper medical aid and welfare arrangements are available. 13. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.

<b>Name</b>	1. Sh. Sanjesh Kumar 2. Sh. Suraj Prakash Jinta
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	Group Instructor ITI is responsible for the following:  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.

<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<p><b>Instructor</b>  <b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1. taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3. checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4. preparing charts, drawing and other visual aid material for the section.</li> <li>5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6. requisitioning of tools and raw materials required for the section.</li> <li>7. ensuring close relationship with the trainees.</li> <li>8. attending to leave application of trainees.</li> </ol>
<b>Designation</b>	<b>Superintendent Grade-II</b>
<b>Duties</b>	<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>

<b>Designation</b>	<b>Sr. Assistant, JOA (IT)/ Clerk &amp; DEO</b>
Duties	<p>(1) Sh. Rajnish Kumar, Sr. Assistant performs the duties assigned by the head of the institute i.e.</p> <ul style="list-style-type: none"> <li>(i) To deal with seat of Establishment,</li> <li>(ii) To deal with seat of Accounts,</li> <li>(iii) To manage/deal with seat of departmental exam. etc.</li> </ul> <p>(2) Smt. Savitri Devi, JOA (IT) the duties assigned by the head of the institute i.e., (i) Training.</p> <p>(3) Sh. Chaman, JOA (IT) deployed at H.P. Secretariat.</p> <p>(4) Smt. Sunita, Clerk performs the duties assigned by the head of the institute i.e., (i) To deal with seat of Govt. Cash, SWF &amp; Building etc.</p> <p>(5) Smt. Shelja Chandel, Clerk performs the duties assigned by the head of the institute i.e., (i) To deal with seat of IMC Cash, HPKVN, Apprenticeship etc.</p> <p>(6) Sh. Rajat Sharma, DEO i.e. (i) To deal with seat of Store.</p>

### **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 DGET norms and DTE & HPTSB, Himachal Pradesh regulations.

### **Section 4(1)(b)(v)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, 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 Himachal civil Service code and instructions issued by DTE and HPTSB from time to time and also instruction available in their website.

## **Section 4(1)(b)(vi)**

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

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Procedure to obtain the documents</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Bank Pass Books	The Documents can be obtained from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Dispatch Registers	
5	Bill Register	
6	Book of Drawl register	
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 attendance	The Documents can be obtained from concerned officer In-charges
15	RTI Register	
16	Vidhan Sabha Question Register/File	
17	Files related to budget, correspondence	
18	Files & documents 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, work order, store return book	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counseling.	
22	Files related to Hostel, etc	

### 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.

2.

Sr. No.	Name of Officials	Designation
1	Principal, Govt. ITI, Solan	Chairman
2	Principal	Member Secretary
3	Superintendent Grade-II	Member
4	Group Instructor	Member
5	Trainee	Member

3. Hostel Management Committee.

Sr. No.	Officials of ITI Shimla	Act As
1	Sh. Prem Lal	Hostel Warden
2	Sh. Sanjesh Kumar, G.I.	Member
3	Sh. Suman Thakur	Member

4. Anti-ragging Committee.

Sr. No.	Officials of ITI Shimla	Act As
1	Sh. Sanjesh Kumar G.I.	Nodal officer
2	Sh. Suraj Prakash Jinta G.I.	Member
3	Sh. Rajnish Kumar, Sr. Assistant	Member
4	Sh. Amrit Lal Sharma, Instructor MMV	Member
5	Sh. Prem Lal, Instructor, Welder	Member
6	Sh. Dev Raj Gautam, Instructor Turner	Member
7	Smt. Ritu Bala, Instructor, Draughtsman (C)	Member
8	Smt. Usha Shukla, Instructor, Math	Member

5. Quarters Allotment Committee. Not Applicable.

6. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Smt. Ritu Bala, Instructor D/man (C)	Nodal officer
2	Smt. Nisha Devi, Instructor Hindi	Member
3	Smt. Neha Pawanr, Trainer D/man (C)	Member
4	Smt. Savitri Devi, JOA (IT)	Member

7. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Rajnish Kumar	Sr. Assistant
2	Sh. Sanjesh Kumar	Group Instructor
3	Smt. Sunita	Dealing Hand
4	Class representative from each trade	1. Riya Verma Trainee 2. Priti Kumari 3. Rajat Kanwer 4. Yaman Kumar



8. Purchase committee of the institute.

<b>Sr. No.</b>	<b>Officials of ITI Shimla</b>	<b>Act As</b>
1	Group Instructor	Purchase officer
2	Requisitioned official/Inst.	Member-1
3	Superintendent Grade-II	Member-2
4	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-3
5	Store keeper	Member-3

11. Physical Verification committee.

<b>Sr. No.</b>	<b>Employee &amp; designation</b>	<b>Act As</b>
1	Group Instructor	Member secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

12. Electrol Literacy Club (ELC)

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation / Trade name</b>	<b>Duty Assign</b>
1	Sh. Joginder Sharma	Principal	Nodal Officer
2	Smt. Neha Panwar	Trainer, Draughtsman (C)	Member
3	Sh. Priyanshu	Trainee	Member
4	Sh. Druv	Trainee	Member
5	Ms. Poonam	Trainee	Member
6	Ms. Payal	Trainee	Member

13. Admission Committee.

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation</b>
1	Sh. Sanjesh Kumar	Group Instructor (Member Secretary)
2	Sh. Suraj Prakash Jinta	Group Instructor
3	Sh. Amrit Lal	Instructor MMV
4	Smt. Manju Bal	Instructor Employability Skill
5	Smt. Usha Sharma	Instructor, Math
6	Smt. Nisha Devi	Instructor Stenographer Hindi
7	Sh. Mohit Supehia	Trainer IT
8	Smt. Savitri Devi	JOA (IT) (Cashier)
	Smt. Sunita	Clerk SWF (Cashier)
	Smt. Shelja Chandel	Clerk IMC (Cashier)

## Section 4(1)(b)(ix)

### Directory of Officers and employees:-

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	Email
1	2	3	4	6
1	Sh. Joginder Sharma	Principal	0177-2830983	pplitisml@yahoo.co.in
2	Sh. Sanjesh Kumar	Group Instructor	-do-	-do-
3	Suraj Prakash Jinta	Group Instructor	-do-	-do-
4	Ram Prasad Sharma	Superintendent Gr.-II	-do-	-do-
5	Amrit Lal	Instructor, MMV	-do-	-do-
6	Prem Singh	Instructor, Welder	-do-	-do-
7	Ritu Bala	Instructor, D/Man (C)	-do-	-do-
8	Dev Raj Gautam	Instructor, Tuner	-do-	-do-
9	Kailash Sharma	Instructor, Surveyor	-do-	-do-
10	Manju Bala	Instructor, Emp. Skill	-do-	-do-
11	Usha Sharma	Instructor, Math	-do-	-do-
12	Nisha Devi	Instructor, Stenographer Hindi	-do-	-do-
13	Asha Devi	Instructor, Stenographer English	-do-	-do-
14	Meen Chand	Instructor, Fitter	-do-	-do-
15	Sandeep Kumar	Instructor, Electrician	-do-	-do-
16	Om Prakash	Instructor, F & B	-do-	-do-
17	Jagdish Chand	Instructor Turner	-do-	-do-
18	Rajnish Kumar	Sr. Assistant	-do-	-do-
19	Savitri Devi	JOA (IT)	-do-	-do-
20	Chaman	JOA (IT)	-do-	-do-
21	Sunita	Clerk	-do-	-do-
22	Shelja Chandel	Clerk	-do-	-do-
23	Dhain Singh	Chowkidar	-do-	-do-
24	Ram Kumar	Chowkidar	-do-	-do-

25	Dil Bahadur	Chowkidar	-do-	-do-
26	Suman Thakur	Chowkidar	-do-	-do-
27	Joginder Pal	Sweeper	-do-	-do-
28	Rakesh Kumar	Sweeper	-do-	-do-
29	Hem Singh	Mali	-do-	-do-
30	Nika Ram	Workshop Attendant	-do-	-do-
31	Manoj Kumar	Gate	-do-	-do-
32	Sahil Kaushal	Store Attendant	-do-	-do-

### **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:**

Sr.No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Sh. Joginder Sharma	Principal	Level-16, Cell-
2	Sh. Sanjesh Kumar	Group Instructor	Level-13, Cell-20
3	Sh. Suraj Prakash Jinta	Group Instructor	Level-12, Cell-15
4	Sh. Amrit Lal	Instructor MMV	Level-11, Cell-11
5	Sh. Meen Chand	Instructor Fitter	Level-11, Cell-02
6	Sh. Om Prakash	Instructor FBSA	Level-11, Cell-02
7	Smt. Usha Sharma	Instructor Math	Level-11, Cell-05
8	Sh. Sunil Mehta	Trainer Engineering Drawing/Math	-
9	Smt. Savitri Devi	JOA ( IT)	Level-04, Cell-17
10	Smt. Shelja Chandel	Clerk	Level-03, Cell-4
11	Sh. Hem Singh	Mali	Level-01, Cell-24
12	Sh. Rakesh Kumar	Sweeper	Level-01, Cell-17
13	Sh. Joginder Paul	Sweeper	Level-3, Cell-30
14	Sh. Dhain Singh	Chowkidar	Level-3, Cell-32
15	Sh. Ram Kumar	Chowkidar	Level-01, Cell-14
16	Sh. Dil Bahadur	Chowkidar	Level-01, Cell-14
17	Sh. Suman Thakur	Chowkidar	Level-1, Cell-04

## **Section 4(1)(b)(xi)**

### **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-**

#### **Budget Availability Report**

**Financial year 2024-2025**

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	01 - Salaries & DA	30000000
2	02 - Wages	120425
3	03 - Travel Expense	35135
4	05 - Office Expense	500000
5	06 - Medical Reimbursement	215873
6	07- Rent Rate Taxes	139342
7	30- Motor Vehicles (Outsourced)	30000
8	31 - Machinery & Equipment's	100000
9	33 - Material & Supplies	100000
10	99 - Honorarium	200000

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	06 - Medical Reimbursement (19-2235-60-800—11-SOON—06-N-V)	329008

### **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**

Not Applicable

### **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 and student matter are made available on the website [www.itishimla.edu.in](http://www.itishimla.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 trainees and staff. The library is not open for general public.

### **Section 4(1)(b)(xvi)**

#### **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS: -**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail</b>
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Joginder Sharma, Principal	Public Information Officer	0177-283983	pplitisml@yahoo.co.in

## **Section 4(1)(b)(xvii)**

### **OTHER INFORMATION PRESCRIBED: -**

Besides this, information related to Govt. ITI Shimla can be viewed on the official website of the institute.

#### **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.iti](http://www.iti)

##### **1.2 Public Private Partnerships**

Govt. ITI Shimla is not covered under Public Private Partnership 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 and a **Specific Link has been provided in the RTI Tab.**

##### **1.4 RTI Applications**

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

##### **1.5 CAG & PAC Paras**

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

##### **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 in the RTI Tab. with specific external links.

##### **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.