# 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 himachaliti.in/paontasahib

# 1.2 Public Private Partnerships

Govt. ITI Paonta Sahib is 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 received Grant of Rs. 8129500.00 during the year 2020 -21,2021-22, 2022-23 ,2023-24 under Centrally Sponsored Scheme like STRIVE.

# 1.8. Tours of Head of Office/Delegation

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

# 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 Paonta Sahib |
| Establishment and Address | 1964,  Govt. ITI Paonta Sahib at Shamsherpur .P.O. and Tehsil Paonta Sahib, Distt. Sirmour , HP-173025  E-mail:- [itipaontahp@yahoo.in](mailto:itipaontahp@yahoo.in) |
| Contact No. | 01704-222344, 7018492234 |
| Web Site | Himachaliti.in/Paonta Sahib |
| Code allotted by the DGT | GR02000029 |

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Section | Function | Duties |
| **1** | Office of the Principal Govt. ITI, Paonta Sahib | Providing Technical Training to the Trainees and Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Paonta Sahib. | 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 programs 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 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 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, 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 | Mechanic (Motor Vehicle) | To impart knowledge & skill to the trainees of Mechanic (Motor Vehicle ) trade. | -do- |
| 5 | Refrigeration & Air Conditioner Technician | To impart knowledge & skill to the trainees of Refrigeration & Air Conditioner Technician trade. | -do- |
| 6 | Turner | To impart knowledge & skill to the trainees of Turner trade. | -do- |
| 7 | Welder | To impart knowledge & skill to the trainees of Mechanic Welder trade. | -do- |
| 8 | IT Lab | To teach related to Computer | IT Lab |
| 9 | 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:-**

|  |  |
| --- | --- |
| **Name** | Sh. Sushil Kumar |
| **Designation** | **Principal** |
| **Powers** | 1.To administer the Institution |
| 2. To take decisions in Administrative, Academic & Financial matters. |
| **Duties** | 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 tand 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. |

|  |  |  |
| --- | --- | --- |
| **Designation** | **Group Instructor** | |
| **Duties** | 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. | |
| **Designation** | **Instructor** |
| **Duties** | **Instructor**  **The Instructors will be responsible for**   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 an 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 | 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. |

|  |  |
| --- | --- |
| **Designation** | **Junior Office Assistant/ Clerk** |
| Duties | 1. Clerk performs the duties assigned by the head of the institute i.e. 2. To deal with seat of Establishment, 3. To deal with seat of Accounts, 4. To manage/deal with seat of Cash etc. 5. To Deal with seat of Training and Store etc. 6. To deal with seat of Diary & Dispatch etc. 7. To deal with seat of IMC etc. |

**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 :**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Category of the 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 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 |
| 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. |

**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 Govt. ITI Paonta Sahib** | **Act As** |
| 1 | Sh. Satish Goel, President Chamber of Commerce & Industry (PHD) | Chairman for IMC, Govt. ITI Paonta Sahib |
| 2 | Sh. Sushil Kumar, Principal | Member Secretary |

1. Hostel Management Committee. Not Applicable
2. Anti-ragging Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of Govt. ITI Paonta Sahib** | **Act As** |
| 1 | Sh. Rajiv Batra, G.I. | Nodal officer |
| 2 | Sh. Sushil Kumar, Instructor | Member |
| 3 | Sh. Puran Chand, Instructor | Member |
| 4 | Sh. Neeraj Kumar, Clerk | Member |

1. Quarters Allotment Committee. Not Applicable, since no quarter available.
2. Sexual Harassment Committee/ Women cell.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials and Designation** | **Act As** |
| 1 | Smt. Madhu Dhiman, Sr. Lecture, Computer Engineering, Dr. B.R. Ambedkar, Govt. Polytechnic Ambota | Chairperson |
| 2 | Ms. Manish Thakur, Group Instructor, ITI Nahan | Member |
| 3 | Smt. Mamta Rani , HCM, ITI Una | Member |

1. Student Welfare Fund Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Sushil Kumar, Principal | Chairperson |
| 2 | Sh. Ajay Kumar, Supdt. | Member |
| 3 | Sh. Rajiv Batra, G.I. | Member |

1. Purchase committee of the institute.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of Govt. ITI Paonta Sahib** | **Act As** |
| 1 | Sh. Sushil Kumar , Principal | Chairperson |
| 2 | Sh. Ajay Kumar, Supdt. | Member |
| 3 | Sh. Rajinder Kumar, G.I. | Member |
| 4 | Concern trade Instructor | Member |

8. Physical Verification committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Employee & designation** | **Act As** |
| 1 | Group Instructor | Member secretary |
| 2 | Concerned official / Instructor/ Trainer | Member-1 |
| 3 | Store keeper | Member-2 |

9. Electrol Literacy Club (ELC)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation / Trade name** | **Duty Assign** |
| 1 | Sh. Rajiv Batra | G.I. | Nodal Officer |
| 2 | Sh. Deepak Sharma | Instructor | Member |
| 3 | Sh. Rajinder Singh | Trainer | Member |
| 4 | Sh. Inder Singh | Clerk | Member |

10. Admission Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Sushil Kumar , Principal | Chairperson |
| 2 | Sh. Ajay Kumar, Supdt. | Member |
| 3 | Sh. Rajiv Batra , G.I. | Member |
| 4 | Sh. Rajinder Kumar, G.I. | Member |
| 5 | Sh. Sushil Kumar, Instructor | Member |
| 6 | Sh. Inder Singh Clerk/DA | Member |

**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. Sushil Kumar | Principal | 01907-233600 | [Ersushilgarg85@gmail.com](mailto:Ersushilgarg85@gmail.com) |
| 2 | Sh. Rajiv Batra | Group Instructor | 9418004421 | [rajivbatra2910@gmail.com](mailto:rajivbatra2910@gmail.com) |
| 3 | Sh. Rajinder Kumar | Group Instructor | 9418092806 | [rajindersharma143@gmail.com](mailto:rajindersharma143@gmail.com) |
| 4 | Sh. Ajay Kumar | Superintendent Gr.-II | 9418454294 | [ramsingh6812@yahoo.com](mailto:ramsingh6812@yahoo.com) |
| 5 | Sh. Puran Chand | Instructor (Electrician) | 9418372876 | -- |
| 6 | Sh. Ramesh Chand | Instructor (Turner ) | 8219198489 | [chandramesh47@gmail.com](mailto:chandramesh47@gmail.com) |
| 7 | Sh. Deepak Sharma | Instructor (Fitter) | 9418389606 | [j.er.deepaksharma606@gmail.com](mailto:j.er.deepaksharma606@gmail.com) |
| 8 | Sh. Tejinder Singh | Instructor Mechanic Motor Vehicle | 9418657083 | [Tejindersingh57457@gmail.com](mailto:Tejindersingh57457@gmail.com) |
| 9 | Sh.Inder Singh | Clerk | 9816400561 | [Chauhaninder39@gmail.com](mailto:Chauhaninder39@gmail.com) |
| 10 | Sh. Joginder Singh | Peon cum Chowkidar | 8278792729 | -- |
| 11 | Smt. Radha Devi | Peon | 9816834418 | -- |

**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. Sushil Kumar | Principal | Level-16, Cell |
| 2 | Sh. Rajiv Batra | Group Instructor | Level-12 |
| 3 | Sh. Rajender Kumar | Group Instructor | Level-11 |
| 4 | Sh. Ajay Kumar | Superintendent Gr.-II | Level 12 |
| 5 | Sh. Ramesh Chand | Instructor | Level-11 |
| 6 | Sh. Ruran Chand | Instructor | Level-11 |
| 7 | Sh. Deepak Sharma | Instructor | Level-11 |
| 8 | Sh. Tejinder Singh | Instructor | Level-11 |
| 9 | Sh. Inder Singh | Clerk | Level-03 |
| 10 | Sh. Joginder Singh | Peon cum Chowkidar | Level-01 |
| 11 | Smt. Radha Devi | Peon | Level-01 |

**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**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Object Code Description** | **Amount allocated** |
| 1 | 01 Salaries & DA | 1091728.00 |
| 2 | 04 Travel Expense | 15090.00 |
| 3 | 05 Office Expense | 160000.00 |
| 4 | 06 Medical Reimbursement | 144952.00 |
| 5 | 30 Motor Vehicle | 60000.00 |
| 6 | 33 Material & Supplies | 130000.00 |

**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**

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  **himachaliti.in/paontasahib**

**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: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Designation** | **Phone No.** | **E-Mail** |
| 1. | Sh. Sushil Kumar, Principal | Public Information  Officer | 7018492234 | [itipaontahp@yahoo.in](mailto:itipaontahp@yahoo.in) |

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

**OTHER INFORMATION PRESCRIBED: -**

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