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

# 1.1 Information related to procurement

All there evant details including the procurement, tender and student matter are made available on the website

# 1.2 Public Private Partnerships

Not applicable

# 1.3Transfer 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 provide din 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.

# 1.5CAG & 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

# Not applicable

# 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 Sataun |
| Establishment and Address | 1964,  Govt. ITI Sataun .P.O. and Sataun, Distt. Sirmour , HP-173029  E-mail:- itisataun@gmailcom |
| Contact No. | 7018492234 |
| Web Site | ---------------- |
| Code allotted by the DGT | -------------- |

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Section | Function | Duties |
| 4 | Mechanic (Motor Vehicle) | To impart knowledge & skill to the trainees of Mechanic (Motor Vehicle ) 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&DUTIESOFOFFICERSANDEMPLOYEES:-**

|  |  |
| --- | --- |
| **Name** | 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 and verified periodically, and the purchases are according to specification and in good condition. |
| 3. Training Programmers 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 arrangemsents 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. |

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|  |  |  |
| --- | --- | --- |
| **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. 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 | Not applicable |

|  |  |
| --- | --- |
| **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 |

**Section 4(1)(b)(iii)**

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,INCLUDING CHANNELSOF 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)**

THENORMSSETBYITFORTHEDISCHARGEOFITSFUNCTIONS:-

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 ITSCONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

Therules,regulations,instructions,manualsandrecordsarefollowedbytheemployeesfor 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 BYITORUNDER ITS CONTROL :**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Category of the document** | **Procedure to obtain the documents** |
| **1** | **2** | **3** |
| 1 | Bank Pass Books | The Document scan 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 log book( 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 |

**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. Not Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of ITI Nihri** | **Act As** |
| 1 | Sh. Satish Kumar | Nodal officer |
| 2 | Sh. Bir Singh | Member |
| 3 | Smt. Babita Devi | 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. Satish Kumar | Member |
| 3 | Sh. Bir Singh | Member |
| 4 | Smt. Babita Devi | Member |

1. Purchase committee of the institute.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of ITI Nihri** | **Act As** |
| 1 | Sh. Sushil Kumar , Principal | Chairperson |
| 2 | Sh. Satish Kumar | Member |
| 3 | Sh. Bir Singh | Member |
| 4 | Smt. Babita Devi | 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. Satish Kumar | Member | Nodal Officer |
| 2 | Sh. Bir Singh | Member | Member |
| 3 | Smt. Babita Devi | Member | Member |

10. Admission Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Sushil Kumar , Principal | Chairperson |
| 2 | Sh. Satish Kumar | Member |
| 3 | Sh. Bir Singh | Member |
| 4 | Smt. Babita Devi | Member |

**Section 4(1)(b)(ix)**

DirectoryofOfficersandemployees:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nameofthestaff member (Sh./Smt.)** | **Designation** | **OfficePh.No.** | **Email** |
| 1 | 2 | 3 | 4 | 6 |
| 1 | Sh. Sushil Kumar | Principal | 01907-233600 | [Ersushilgarg85@gmail.com](mailto:Ersushilgarg85@gmail.com) |
| 2 | Sh. Satish Kumar | Group Instructor | 9805456988 | [Satish98054@gmail.com](mailto:Satish98054@gmail.com) |
| 3 | Sh. Bir Singh | Peon | 8894884121 | [chauhanbir1973@gmail.com](mailto:chauhanbir1973@gmail.com) |

**Section 4(1)(b)(x)**

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS ANDEMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED INITSREGULATIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Satish Kumar | Group Instructor | Level-12 |
| 3 | Sh. Bir Singh | Peon | Level-01 |

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

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THEPARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ONDISBURSEMENTS MADE:-

**BudgetAvailabilityReport**

**Financial year 2024-2025**

|  |  |  |
| --- | --- | --- |
| **Sr.No.** | **Object Code Description** | **Amount allocated** |
| 1 | 01Salaries & DA | 1500000.00 |
| 2 | 04Travel Expense | 5000.00 |
| 3 | 05Office Expense | 50000.00 |
| 4 | 06 Medical Reimbursement | 5000.00 |
| 5 | 30 Motor Vehicle | 30000.00 |
| 6 | 33 Material & Supplies | 60000.00 |

**Section 4(1)(b)(xii)**

MANNEROFEXECUTIONOFSUBSIDYPROGRAMMES

Not Applicable

**Section 4(1)(b)(xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

Not Applicable

**Section 4(1)(b)(xiv)**

DETAILSINRESPECTOFTHEINFORMATION,AVAILABLETOORHELDBYIT,REDUCED IN AN ELECTRONIC FORM:-

Alltherelevantdetailsincludingtheprocurement,tenderandstudentmatteraremadeavailableonthe website----------------

**Section 4(1)(b)(xv)**

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOROBTAININGINFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READINGROOM, IF MAINTAINED FOR PUBLIC USE:-

The institute has maintain edit library restricted only to its trainee sand staff.The library is not open for general public.

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

THENAMES,DESIGNATIONSANDOTHERPARTICULARSOFTHEPUBLIC INFORMATION OFFICERS: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name** | **Designation** | **PhoneNo.** | **E-Mail** |
| 1. | Sh. Suhil Kumar, Principal | Public Information  Officer | 7018492234 | itisataun@gmail.com |

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

**OTHER INFORMATION PRESCRIBED: -**

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