#

# 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 Dalash. |
| Establishment and Address | 2011,Govt. ITI Dalash ,V.P.O. Dalash, Tehsil Anni, Distt. Kullu, HP-172025E-mail:-Principalitidalash@yahoo.in  |
| Contact No. | 01907-222440 |
| Web Site | [www.gitidalash.edu.in](http://www.gitidalash.edu.in) |
| Code allotted by the DGT | GR02000265 |

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Section | Function | Duties |
| **1** | Office of the Principal Govt. ITI, Dalash  | Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Dalash .  | 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 programme 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. |
| **1** | Electricians  | To impart knowledge & skill to the trainees of Electrician trade. | Teaching, conducting examination, conducting evaluation, seminars. |
| 2 | Plumber  | To impart knowledge & skill to the trainees of Plumber trade. | -do- |
|  | Electronic Mechanics  | To impart knowledge & skill to the trainees of Electronic trade. |  |
| 5 | Workshop | Imparting Skill training to trainees | Workshop |
| 6 | IT Lab | To teach related to Computer | IT Lab |

**Section 4(1)(b)(ii)**

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

|  |  |
| --- | --- |
| **Name** |  |
| **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 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 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. |

|  |  |
| --- | --- |
| **Name** |  |
| **Designation** | **Group Instructor** |
| **Duties** |  N/A |

|  |  |
| --- | --- |
| **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 | **N/A** |

|  |  |
| --- | --- |
| **Designation** | **Junior Office Assistant/ Clerk** |
| Duties | 1. Sh. Bhupender Kumar , 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.

(iv) To Deal with seat of Training.  (v)To deal with seat of Diary & Dispatch 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. |
| 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. Not Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of ITI Nihri** | **Act As** |
| 1 | Sh. Mohar singh instructor  | Nodal officer |
| 2 | Sh. Prem kumar Inst.  | Member |
| 3 | Sh. Bhupender 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 | Sh. Mohar Singh (Instructor | Nodal officer |
| 2 | Sh. Prem kumar Instructor  | Member |
| 3 |  Sh. Sharwan kumar workshop attendant  | Member |
| 4 | Ashutosh (Daily wages peon  | Member |
|  5 |  | Member |

1. Student Welfare Fund Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Mohar Singh  | Instructor |
| 2 | Sh. Prem Kumar  | Instructor(member) |
| 3 |  Sh. Sharwan Kumar workshop attendant  |  (member) |
| 4 | Class representative from each trade |  |

1. Purchase committee of the institute.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Officials of ITI Karsog.** | **Act As** |
| 1 |  Instructor | Purchase officer |
| 2 | Requisitioned official/Inst. | Member-1 |
| 3 | Sr. Official/ Sr. Instructor with Technical Knowledge  | Member-2 |
| 4 | Store keeper | Member-3 |

 11. Physical Verification committee.

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

 12. Electrol Literacy Club (ELC)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation / Trade name** | **Duty Assign** |
| 1 | Sh. Vijay Kumar | Principal | Nodal Officer |
| 2 | Sh. Ajay kumar  | Instructor COPA  | Member |
| 3 | Smt. Renu Gupta  | Instructor Dress Making  | Member |
| 4 | Sh. Bhupende kumar  | Clerk  | Member |

13. Admission Committee.

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Mohar Singh  |  Instructor (Member Secretary) |
| 2 | Sh. Prem Kumar  |  Clerk (member) |
| 3 |  Sh. Sharwan Kumar workshop attendant  | Instructor (member) |
| 4 | Sh. Ashutosh  | Peon( Member ) |
| 5 |  |  |

**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 | Sonam Bodh | Principal |  | principalitidalash@yahoo.in  |
| 2 | Sh. Mohar Singh Chauhan | Instructor | -do- | -do- |
| 3 | Sh. Prem Kumar  | Instructor  | -do- | -do- |
| 4 | Sh. Bhupender Kumar | Clerk | -do- | -do- |
| 5 | Sh.Sharwan kumar  | Workshop  | -do- | -do- |
| 9 |  Sh. Ashutosh  |  Peon  | -do- | -do- |
| 10 | Sandeep kumar out source  |  Sweeper  | -do- | -do- |
| 12 | Vijay kumar  | Chowkidar (on daily wages) | -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. Mohar Singh Chauhan |  Instructor | Level-11 |
| 2 | Sh. Prem Kumar  | Instructor  | Level-11 |
| 3 | Sh. Bhupender Kumar | Clerk | Level-3 |
| 4 | Sh.Sharwan kumar  |  Workshop attendant  | Level-1 |
| 5 |  Sh. Ashutosh  |  Peon | Level-1 |
| 6 | Sandeep kumar out source  |  ( sweeper ) |  |

**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 | 5000000.00 |
| 2 | 02 Wages | 100000.00 |
| 3 | 04 Travel Expense | 5000.00 |
| 4 | 05 Office Expense | 80000.00 |
| 5 | 06 Medical Reimbursement | 0 |
| 6 | 33 Material and supply  | 110000.00 |
| 7 | 07 Rant Rates & Taxes  | 250000.00 |

**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 [www.gitidalash.edu.in](http://www.gitidalash.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: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Designation** | **Phone No.** | **E-Mail** |
| 1. | Smt. Samritika | First Appellate Authority | 01907-266572 | https://mail.google.com/mail/u/0/images/cleardot.giftechedu-hp@nic.in |
| 2. | Sh. Sonam Bodh , Principal | Public InformationOfficer | 01907-233600 | principalitidalash@yahoo.in  |

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

**OTHER INFORMATION PRESCRIBED: -**

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