

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.Bhadrota
Establishment And Address	Govt.ITI.Bhadrota P.O. Bhaderwar Tehsil Sarkaghat, Distt. Mandi. HP-175049 E-mail:-itibhadrota@gmail.com
Contact No.	01905-29222
Web Site	https://govtitibhadrota.edu.in
Code allotted by the DGT	GR02000190

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt.ITI.Bhadrota	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Bhadrota.	<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 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

			<p>passed out trainees.</p> <p>11. Proper security arrangements are maintained and safety precautions observed.</p> <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	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	COPA	To impart knowledge & skill to the trainees of COPA trade.	-do-
5	Sewing Technology	To impart knowledge & skill to the trainees of Sewing Technology trade.	
6	Workshop	Imparting Skill training to trainees	Workshop
7	IT Lab	To teach related to Computer	IT Lab
8	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. Suresh Kumar
Designation	Principal
Powers	1.To administrate the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	<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 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 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	Sh. Gopal Chand
Designation	Group Instructor
Duties	<p>Group Instructor ITI 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.
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Designation	Instructor
Duties	<p>The Instructors will be responsible for</p> <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 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	Post Vacant

Designation	Junior Office Assistant/ Clerk
Duties	<ol style="list-style-type: none"> 1. Diary and Dispatch work. 2. Receipt of Dak. 3. To assist the Clerk/Junior Assistant in dealing with the PUCs . 4. Maintenance of Diary-Dispatch Register, Peon Book, postal stamps register. 5. Typing work of the office. 6. Any other duties which may be assigned by the authorities from time to time.

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(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: Section 4(1)(b)(vi)

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

SR.No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Document 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 Draw l register	
7	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Duty attendance	
14	RTI Register	The Documents can be obtained from concerned officer In-charges
15	Files related to budget ,correspondence	
16	Files & documents related to building, Academic ,Examination DET	
17	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	
18	Files related to Governing Body Meeting.	
19	Files related to trainees counseling.	

CONTROL :

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 Institution Management Committee	Act As
1	Sh. Ravinder Singh	Chairman
2	Sh. Suresh Kumar	Member Secretary
3	Sh. Gopal Chand	Member
4	Sh. Nihal Chand	Member
5	Sh. Arun Kumar(Trainee)	Member

2. Hostel Management Committee.

Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of Anti Ragging Committee	Act As
1	Sh. Suresh Kumar	Chairperson
2	Sh. Gopal Chand	Member
3	Sh. Arpan Kumar	Member
4	Smt. Suman Lata	Member

4. Quarters Allotment Committee.

(Not Applicable, since no quarter available)

5. Sexual Harassment Committee/Women cell.

Sr. No.	Name	Designation	Act As
1	Smt. Suman Lata	Instructor Sewing Tech.	Chairperson
2	Sh. Puneet	Instructor Fitter	Member
3	Sh. Parveen Kumar	Trainer Electrician	Member
4	Smt. Sarla Devi	Pradhan Gram Panchayat Bhadarwar	External Member
5	Smt. Lalita Kumari	Member of Mahila Mandal	External Member
6	Sh. Om Prakash	Ex. Pradhan Gram Panchayat Bhadarwar	External Member

6. Student Welfare Fund Committee.

Sr.No.	Name of Committee Members	Designation
1	Sh. Gopal Chand	Group Instructor
2	Sh. Suman Lata	Instructor
3	Sh. Puneet	Instructor

4	Sh. Naresh Kumar	Instructor
5	Sh. Nihal Chand	Clerk
6	Sh. Dinesh Kumar	JOA IT

7. Purchase committee of the institute.

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

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. Praveen Kumar	Trainer Electricain	Nodal Officer

10 . Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Gopal Chand	Group Instructor
2	Sh. Suman Lata	Instructor Sewing Technology
3	Sh. Puneet	Instructor Fitter
4	Sh. Naresh Kumar	Instructor Electrician
5	Sh. Nihal Chand	Clerk
6	Sh. Dinesh	JOA IT
	Sh. Ritesh Kumar	DEO

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	5
1	Sh. Suresh Kumar	Principal	9418038392	itibhadrota@gmail.com
2	Smt. Suman Lata	Instructor(Sewing Technology)	8988488064	
3	Sh. Puneet	Instructor (Fitter)		
4	Sh. Naresh Kumar	Instructor (Electrician)	9816414625	
5	Sh. Arpan Kumar	Trainer (Math & Drg.)	8219114483	
6	Sh. Praveen Kumar	Trainer (Electrician)	9882381996	
7	Sh. Nihal Chand	Clerk	9817133366	
8	Sh. Dinesh Kumar	JOA IT	9418168890	
9	Sh. Ritesh Kumar	Data Entry Operator	8219657633	
10	Sh. Yashwant Singh	PEON	7876762298	
11	Sh. Ajay Kumar	PEON CUM CHOWKIDAR	9418979904	
12	Sh. Bishan Dev	PEON CUM CHOWKIDAR	9418978132	
13	Sh. Sanjeev Kumar	Sweeper	6230743517	

Section 4(1)(b)(x)

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:**

Sr. No.	Name Officer/Official	Designation	Pay Scale(As per HP Civil Services Revised pay Rules 2022)
1	Sh. Suresh Kumar	Principal	Level-16 Cell-26
2	Sh. Gopal Chand	Group Instructor	Level-12 Cell-12
3	Smt. Suman Lata	Instructor (Sewing Tech)	Level- 11 Cell-4
4	Sh. Puneet	Instructor (Fitter)	Level- 11 Cell-3
	Sh. Naresh Kumar	Instructor (Electricain)	Level- 11 Cell-2
5	Sh. Arpan Kumar	Trainer (Math & Drg.)(Under IMC)	@17840 P/M
6	Sh. Praveen Kumar	Trainer (Electrician)(Under IMC)	@17840 P/M
7	Sh. Nihal Chand	Clerk	Level- 3 Cell-17
8	Sh. Dinesh Kumar	JOA IT (ON CONTRACT)	Level- 4 Cell-1
9	Sh. Nehru Lal	Data Entry Operator(Outsource)	@11831 P/M (IN HAND PAY)
10	Sh. Ritesh Kumar	Data Entry Operator(Outsource)	@11831 P/M(IN HAND PAY)
11	Sh. Yashwant Singh	PEON	Level-1 Cell-15
12	Sh. Ajay Kumar	PEON CUM CHOWKIDAR	Level-1 Cell-4
13	Sh. Bishan Dev	PEON CUM CHOWKIDAR	Level-1 Cell-4
14	Sh. Sanjeev Kumar	Sweeper(Outsource)	@10470 P/M(IN HAND PAY)

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	01Salaries& DA	5846258.00
2	02Wages	0.00
3	03TravelExpense	13966.00
4	05OfficeExpense	80340.00
5	06 Medical Reimbursement	49104.00
6	07 Rent Rate Tax	291424.00
7	31 Machinery & Equipment's	50000.00
8	33 Material & Supplies	60000.00
9	65 Remuneration to Outsources employees	0.00
10.	99 Honorarium	0.00

Section4 (1) (b) (xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not Applicable

Section4 (1) (b) (xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

Not Applicable

Section4 (1) (b) (xiv)

DETAILS IN RESPECTS 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

Section4 (1) (b)(xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OF 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.

Section4 (1) (b)(xvi)

THE NAMES DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-

Sr.No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Suresh Kumar	Public Information Officer	01905-292226 /9459527692	itibhadrota@gmail.com

Section4 (1) (b) (xvii)

OTHER INFORMATION PRESCRIBED:-Besides this, information related to Govt.ITI.Bhadrota can be viewed on the official website of the institute.