

Disclosure under section 4 (1) (b) of Right to Information Act, 2005

Section (1)(b)(i)

The Particulars of its organization, function and duties:-

Name of organization	Govt. ITI Khdahan
Establishment and address	2013, VPO. Khadahan Tehsil Nankhari District Shimla H.P. 171213 E-mail:- principalitikhadahan@gmail.com
Contract No.	01782-233149, 9816244277
Web site	www.govtitikhadahan.edu.in
Code allotted by DGT	GR02000266

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI,-	Implementing all the decision i.e. admission, Education and Finance	<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 scheme.4. Raw material are purchased in time and duly supplied.5. Machine and equipment are properly maintained.6. Foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes.7. Proper discipline is maintained in the institute.8. Trainees get the proper medical aid and welfare arrangements are available.9. Proper facilities to the inspection staff of the state Directorate, DGE&T, and other authorized bodies are provided.
2	Electrician Trade	To teach 1 st & 2 nd Year Trainees	Teaching, conducting of examination, evaluation papers, conducting seminars.
5	Workshop	Imparting skill training to trainees, taking Practical classes	Workshop
6	IT Lab	To teach related to computer	Lab
7	Library	Issuing books to trainees and the Faculty book keeping & Maintenance	Book keeping & purchasing new books maintaining of the Records.

Section 4 (1) (b) (ii)**POWER & DUTIES OF OFFICERS AND EMPLOYEES: -**

Name	Sh. Mohd. Yakub (GI, DDO)
Designation	Principal
Power	To administer the institution
	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 for and verified periodically, and the purchases are according to specification and in good condition. 3. Training programmes are carried out according to scheme. 4. Raw material are purchased in time and duly supplied. 5. Machine and equipment are properly maintained. 6. Foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes. 7. Proper discipline is maintained in the institute. 8. Trainees get the proper medical aid and welfare arrangements are available. 9. Proper facilities to the inspection staff of the state Directorate, DGE&T, and other authorized bodies are provided.

Designation	Instructor
Duties	<ol style="list-style-type: none"> 1. Taking of classes in theory and practice according to the prescribes 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 correction 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 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.

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 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:-

Sr. No.	Category of the Documents	Procedure to obtain the documents
1	2	3
1	Bank pass book	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	
14	Duty attendance	
15	RTI Register	The Documents can be obtained from concerned officer in-charges
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 books, 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)

Detail of consultative committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable

Section 4 (1) (b) (viii)

Boards, Councils, Committee & other Bodies Constituted.

1. Institution Management Committee

Sr. No.	Officials of ITI	Act As
1	Sh. Ravinder Kumar, Principal Govt. ITI Mandi	Chairman
2	Sh. Mohd. Yakub, DDO	Member Secretary
3	Sh. Fakir Chand, Instructor	Member
4	Smt. Praveena, Sr. Assistant	Member
5	Mr. Vishal, Trainee	Member

2. Hostel Management Committee

Not applicable

3. Anti-ragging Committee

Sr. No.	Officials of ITI	Act As
1	Sh. Fakir Chand, Instructor	Chairman
2	Sh. Pradeep Singh, Trainer	Member

4. Quarters allotment committee.

Not applicable

5. Sexual Harassment committee/Women cell.

Sr. No.	Officials of ITI	Act As
1	Smt. Praveena, Sr. Assistant	Chairman
2	Smt. Geeta Devi, Sanitation Worker	Member
3	Smt. Kiran Dang, Peon	Member

6. Students welfare fund committee.

Sr. No.	Officials of ITI	Act As
1	Sh. Mohd. Yakub, DDO	Chairman
2	Sh. Fakir Chand, Instructor	Member
3	Sh. Pradeep Singh, Trainer	Member
4	Mr. Jitesh Mehta, Trainee	Member
5	Mr. Ankit, Trainee	Member

7. Purchase committee of the institute.

Sr. No.	Officials of ITI	Act As
1	Sh. Mohd Yakub, DDO	Chairman
2	Sh. Fakir Chand, Instructor	Member
3	Sh. Pradeep Singh, Trainer	Member
4	Smt. Praveena, Sr. Assistant	Member

8. Physical Verification committee.

Sr. No.	Officials of ITI	Act As
1	Sh. Fakir Chand, Instructor	Chairman
2	Sh. Pradeep Singh, Trainer	Member

9. Electro Literacy Club (ELC)

Sr. No.	Officials of ITI	Act As
1	Sh. Fakir Chand, Instructor	Nodal Officer
2	Mr. Sidharth (Trainee)	Member
3	Mr. Vinod Kumar (Trainee)	Member
4		Member

10. Admission Committee.

Sr. No.	Officials of ITI	Act As
1	Sh. Mohd. Yakub, DDO	Chairman
2	Sh. Fakir Chand, Instructor	Member
3	Sh. Pradeep Singh, Trainer	Member

4	Smt. Praveena, Sr. Assistant	Member
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Section 4 (1) (b) (ix)

Directory of Officers and employees:-

Sr. No.	Name of the Staff Member (Sh./Smt.)	Designation	Office Phone No.	Email
1	Sh. Fakir Chand	Instructor	01782-233149	principalitikhadahan@gmail.com
2	Smt. Praveena	Sr. Assistant	-do-	-do-
3	Sh. Pradeep Singh	Trainer	-do-	-do-
4	Smt. Kiran Dang	Peon	-do-	-do-
5	Sh. Fevijen Dang	Chowkidar	-do-	-do-
6	Smt. Geeta Devi	Sanitation Worker	-do-	-do-
7	Sh. Rohit	Security Guard	-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.	Designation	Pay Scale (As per HP Civil Service Revised pay Rules 2022)
1	Principal	Level-16
2	Group Instructor	Level-15
3	Sr. Assistant	Level-11
4	Instructor	Level-11
5	Workshop Attendant	Level-01
6	Peon	Level-01
7	Chowkidar	Level-01

Section 4 (1) (b) (xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION 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	20,79,984.00
2	03 Travel Expense	3810.00
3	05 Office Expense	1,70,000
4	06 Medical Reimbursement	47386
5	07 Rent Rate & Taxes	0
6	31 Machinery & Equipment's	0
7	33 Material & Supplies	10000
8	65 Remuneration to Outsourcers	0
9	99 Honorarium	70000

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

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Not Applicable

Section 4 (1) (b) (xiv)

DETAIL IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-

All the relevant detail including the procurement, tender and student matter are made available on the website

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 NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-

Sr. No.	Name	Designation	Phone No.	E-mail
1	MS. Samritika (HPAS)	First Appellate Authority	01907-266722	Addldir-te@hp.gov.in
2	Sh.Mohd Yakub	Public Information Officer	9816244277	principalitikhadahan@gmail.com