

## 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:-**

|                                  |   |
|----------------------------------|---|
| <b>Name of organization</b>      | Govt. ITI Thlaout   |
| <b>Establishment and Address</b> | VPO Thalout Tehsil Aut Distt. Mandi (HP) 175121                   |
| <b>Contact No.</b>               | 01905-228228  |
| <b>Web Site</b>                  | <a href="http://itithalout.edu.in/">http://itithalout.edu.in/</a> |
| <b>Code allotted by the DGT</b>  | GR02000156  |

| Sr. No | Section  | Function   | Duties   |
|--------|--|--|--|
| 1      | <b>Office of the Principal Govt. ITI Thalout</b> | Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Thalout. | <ol style="list-style-type: none"> <li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li> <li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li> <li>3. Training programmes are carried out according to schemes.</li> <li>4. Raw materials are purchased in time and duly supplied.</li> <li>5. Machine and equipment are properly maintained.</li> <li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li> <li>7. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.</li> <li>8. Proper discipline is maintained in the institute.</li> <li>9. There is close relationship between the trainees and the instructional staff.</li> <li>10. Proper follow-up is maintained of the passed-out trainees.</li> <li>11. Proper security arrangements are maintained and safety precautions observed.</li> <li>12. Trainees get the proper medical aid and welfare arrangements are available.</li> <li>13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</li> </ol> |
| 2      | <b>Electrician trade</b>                         | To impart knowledge & skill to the trainees  | Teaching, conducting examination, conducting evaluation, seminars.   |
| 3      | <b>MMV</b>                                       |  |  |
| 4      | <b>Sewing Technology</b>                         |  |  |
| 5      | <b>SOT(Emb.)</b>                                 |  |  |
|        | <b>Workshop</b>                                  | Imparting Skill training to trainees   | Workshop   |
| 6      | <b>IT Lab</b>                                    | To teach related to Computer   | IT Lab   |

|   |                |  |   |
|---|----------------|--|---|
| 7 | <b>Library</b> | 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:-

|                         |   |
|-------------------------|---|
| <b>Name</b>             | Sh. Arpit Anand   |
| <b>Designation</b>      | Principal   |
| <b>Principal Powers</b> | <p>1. To administer the Institution</p> <p>2. To take decisions in Administrative, Academic &amp; Financial matters.</p>  |
| <b>Duties</b>           | <p>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</p> <p>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</p> <p>3. Training Programmes are carried out according to schemes.</p> <p>4. Raw materials are purchased in time and duly supplied.</p> <p>5. Machine and equipment are properly maintained.</p> <p>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</p> <p>7. Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes.</p> <p>8. Proper discipline is maintained in the institute.</p> <p>9. There is close relationship between the trainees and the instructional staff.</p> <p>10. Proper follow-up is maintained of the 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, DGE&amp;T, and other authorized bodies are provided.</p> |

|                    |  |
|--------------------|--|
| <b>Name</b>        | <b>Ravi Kumar Chauhan</b>  |
| <b>Designation</b> | <b>Group Instructor</b>  |
| <b>Duties</b>      | <p><b>Group Instructor ITI is responsible for the following:</b></p> <ol style="list-style-type: none"> <li>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.</li> <li>2. the tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</li> <li>3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</li> <li>4. safety precautions are observed in the workshop.</li> <li>5. sections function strictly according to the time schedule laid down and proper discipline maintained.</li> </ol>   |
| <b>Designation</b> | <b>Instructor</b>  |
| <b>Duties</b>      | <p><b>Instructor</b></p> <p><b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1. taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3. checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4. preparing charts, drawing and other visual aid material for the section.</li> <li>5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6. requisitioning of tools and raw materials required for the section.</li> <li>7. ensuring close relationship with the trainees.</li> <li>8. attending to leave application of trainees.</li> </ol> |
| <b>Designation</b> | <b>Junior Office Assistant/ Clerk</b>  |
| <b>Duties</b>      | <ol style="list-style-type: none"> <li>(i) To deal with seat of Establishment,</li> <li>(ii) To deal with seat of Accounts,</li> <li>(iii) To manage/deal with seat of Cash etc.</li> <li>(iv) To deal with Training</li> <li>(v) To deal with seat of Diary &amp; Dispatch etc.</li> </ol>  |

### 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:

| SI. 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)   | The Documents can be obtained from concerned officer In-charges. |
| 14      | Duty attendance  |  |
| 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)(viii)

### Board, Councils, Committees & Bodies Constituted

#### 1. Institution Management Committee.

| Sr. No | Officials  | Act As           |
|--------|--|------------------|
| 1      | Principal Sr. Scale ITI Mandi (Ex-Officio)             | Chairman         |
| 2      | Principal of the institute                             | Member Secretary |
| 3      | Group Instructor of the institute                      | Member           |
| 4      | Superintendent/Sr. Asstt/ Clerk of the institute       | Member           |
| 5      | Student Representative (Payment Seat) of the institute | Member           |

#### 1. Hostel Management Committee. Not Applicable

#### 2. Anti- Ragging Committee.

| Sr. No | Officials of ITI                                | Act As                 |
|--------|---|------------------------|
| 01     | Sh. Ravi Kumar Chauhan, Group Instructor        | Chairman               |
| 02     | Smt. Raksha Devi, Instructor Sewing Technology  | Member Secretary       |
| 03     | Smt. Rama Devi, Instructor SOT(Emb.)            | Member                 |
| 04     | Sh. Dushyant Kumar, Instructor MMV              | Member                 |
| 05     | Sh. Naresh Kumar, DEO                           | Member                 |
| 06     | Tila Devi, Trainee SOT(Emb.)                    | Student Representative |
| 07     | Sandeep Kumar, Trainee MMV 2 <sup>nd</sup> Year | Student Representative |

#### 2. Quarter Allotment Committee. Not Applicable

#### 3. Sexual Harassment Committee/ Woman Cell.

| Sr. No | Officials and Definition | Act As           |
|--------|--------------------------|------------------|
| 1      | Sh. Ravi Kumar Chauhan   | Chairman         |
| 2      | Smt. Raksha Devi         | Member Secretary |
| 3      | Smt. Rama Devi           | Member           |
| 4      | Sh. Dushyant Kumar       | Member           |

#### 4. Student Welfare Fund Committee:-

| Sr. No | Name of Committee Member | Designation                      |
|--------|--------------------------|----------------------------------|
| 1      | Sh. Ravi Kumar Chauhan   | Group Instructor                 |
| 2      | Smt. Raksha Devi         | Instructor Sewing Technology     |
| 3      | Smt. Rama Devi           | Instructor SOT(Emb.)             |
| 4      | Sh. Dushyant Kumar       | Instructor MMV                   |
| 5      | Sandeep Kumar            | Trainee MMV 2 <sup>nd</sup> Year |
| 6      | Sunil Kumar              | Trainee MMV 2 <sup>nd</sup> Year |
| 7      | Tila Devi                | Trainee SOT (Emb.)               |
| 8      | Deepa Thakur             | Trainee , Sewing Technology      |

#### 5. Purchase Committee

| Sr. No | Officials of ITI                               | Act As           |
|--------|--|------------------|
| 1      | Sh. Ravi Kumar Chauhan, Group Instructor       | Purchase officer |
| 2      | Smt. Raksha Devi, Instructor Sewing Technology | Member-1         |

|   |                                      |          |
|---|--------------------------------------|----------|
| 3 | Smt. Rama Devi, Instructor SOT(Emb.) | Member-2 |
| 4 | Sh. Dushyant Kumar, Instructor MMV   | Member-3 |

**6. Physical Verification Committee:-**

| Sr. No | Employee & Designation (Sh./ Smt.)             | Act As           |
|--------|--|------------------|
| 1      | Sh. Ravi Kumar Chauhan, Group Instructor       | Chairman         |
| 2      | Smt. Raksha Devi, Instructor Sewing Technology | Member Secretary |
| 3      | Smt. Rama Devi, Instructor SOT(Emb.)           | Member           |
| 4      | Sh. Dushyant Kumar, Instructor MMV             | Member           |
| 5      | Sh. Naresh Kumar, DEO                          | Member           |

**7. Electrol Literacy Club (ELC)**

| Sr. No | Officials Name & Designation (Sh./ Smt.)       | Act As           |
|--------|--|------------------|
| 1      | Sh. Ravi Kumar Chauhan, Group Instructor       | Chairman         |
| 2      | Smt. Raksha Devi, Instructor Sewing Technology | Member Secretary |
| 3      | Smt. Rama Devi, Instructor SOT(Emb.)           | Member           |
| 4      | Sh. Dushyant Kumar, Instructor MMV             | Member           |
| 5      | Sh. Naresh Kumar, DEO                          | Member           |
| 6      | Miss Pushpa Devi, Trainee, Electrician         | Member           |
| 7      | Mr. Kuldeep, Trainee, Electrician              | Member           |
| 8      | Mr. Sandeep Kumar, Trainee, MMV                | Member           |

**8. Admission Committee:-**

| Sr. No | Name of Committee Members | Designation                  |
|--------|---------------------------|------------------------------|
| 1      | Sh. Ravi Kumar Chauhan    | Group Instructor             |
| 2      | Smt. Rama Devi            | Instructor SOT (Emb.)        |
| 3      | Smt. Raksha Devi          | Instructor Sewing Technology |
| 4      | Sh. Dushyant Kumar        | Instructor MMV               |
| 5      | Sh. Naresh Kumar          | DEO                          |

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

**Directory of officers and employees:-**

| Sr. No | Name of staff member (Sh./ Smt.) | Designation                  | Office Number | Phone Number | Email ID            |
|--------|----------------------------------|------------------------------|---------------|--------------|---------------------|
| 1      | Arpit Anand                      | Principal                    | 01905-228228  |              | itithalout@gmai.com |
| 2      | Ravi Kumar Chauhan               | Group Instructor             |               |              |                     |
| 3      | Raksha Devi                      | Instructor Sewing Technology |               |              |                     |
| 4      | Rama Devi                        | Instructor SOT(Emb.)         |               |              |                     |
| 5      | Dushyant Kumar                   | Instructor MMV               |               |              |                     |
| 6      | Naresh Kumar                     | DEO                          |               |              |                     |
| 7      | Ved Ram                          | Peon Cum Chowkidar           |               |              |                     |
| 8      | Jeevan Ram                       | Peon Cum Chowkidar           |               |              |                     |
| 9      | Param Dev                        | Peon Cum Chowkidar           |               |              |                     |
| 10     | Man Chand                        | Sweeper                      |               |              |                     |

### 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 (Sh./Smt.) | Designation                  | Pay Scale (As per HP Civil Services Revised pay Rules 2022) |
|---------|----------------------------------|------------------------------|---|
| 1       | Arpit Anand                      | Principal                    | (48700-154300) Level-16, Cell-8                             |
| 2       | Ravi Kumar Chauhan               | Group Instructor             | (43000-136000) Level-12, Cell-7                             |
| 3       | Raksha Devi                      | Instructor Sewing Technology | (38500-122700) Level-11, Cell-8                             |
| 4       | Rama Devi                        | Instructor SOT(Emb.)         | (38500-122700) Level-11, Cell-4                             |
| 5       | Dushyant Kumar                   | Instructor MMV               | (38500-122700) Level-11, Cell-1                             |
| 6       | Ved Ram                          | Peon Cum Chowkidar           | (18000-56900) Level-01, Cell-5                              |
| 7       | Jeevan Ram                       | Peon Cum Chowkidar           | (18000-56900) Level-01, Cell-3                              |
| 8       | Man Chand                        | Sweeper                      | (18000-56900) Level-01, Cell-4                              |

### 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 in Rupees |
|--------|---|----------------------------|
| 1      | 01 Salaries & DA                                    | 68,71,577                  |
| 2      | 03 Travel Expense                                   | 31,420                     |
| 3      | 05 Office Expense                                   | 2,10,000                   |
| 4      | 06 Medical Reimbursement                            | 20,248                     |
| 5      | 20 Other Charges                                    | 1,00,000                   |
| 6      | 30 Motor Vehicles (Outsourced Vehicles/Pol/Repairs) | 50,000                     |
| 7      | 31-Machinery & Equipment's                          | 20,000                     |
| 8      | 33 Material & Supplies                              | 3,00,000                   |
| 9      | 65 Remuneration to Outsources employees             | 73,795                     |
| 10     | 99 Honorarium                                       | 3,50,000                   |

### 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

## 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     | Email Id             |
|------|----------------------|--------------------|--------------|----------------------|
| 1    | Ms. Samritika (HPAS) | Add. Director (TE) | 01907-266572 | techedu-hp@nic.in    |
| 2    | Sh. Arpit Anand      | Principal          | 01905-228228 | itithalout@gmail.com |

## Section 4(1)(b)(xvii)

### OTHER INFORMATION PRESCRIBED: -

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

#### 1. Suo-Motu disclosure of more items under Section-4 of 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 [www.itithalout.edu.in](http://www.itithalout.edu.in)

##### 1.2 Public Private Partnerships

Govt. Industrial Training Institute Thalout is not 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 Application

Detail of Applications received seeking information under RTI Act, 2005 in the Institute has been uploaded on the Departmental Website in the RTI Tab.

##### 15 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 not received any Grant under any Centrally Sponsored Scheme.

##### 1.8 Tours of Head of Office Delegations.

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