

**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 Palampur
Establishment and Address	Govt. ITI Palampur, Village Gugghar PO Palampur, Near Neugal Café Bandla Tehsil Palampur District Kangra (HP)-176061 Email id: <a href="mailto:principal_itipalampur@yahoo.co.in">principal_itipalampur@yahoo.co.in</a>
Contact No	01894 231175
Web Site	<a href="http://www.itipalampur.edu.in">www.itipalampur.edu.in</a>
Code allotted by the DGT	GR02000035

Sr. No	Section	Function	Duties
1	Office of the Principal Govt. ITI	Implementing all the decision in respect of admission, Education & Finance	<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 programs 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 foremen</li></ol>

  
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			<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>
2	Electrician Trade	To teach the Trainees of Electrician Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
3	Fitter Trade	To teach the Trainees of Fitter Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
4	Electronic Mechanic	To teach the Trainees of Electronic Mechanic	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
5	Sewing Technology	To teach the Trainees of Sewing Technology Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
6	Cosmetology	To teach the Trainees of Cosmetology Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
7	SOT	To teach the Trainees of SOT Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
8	Secretarial Practice (English)	To teach the Trainees of Sect. Practice Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.

  
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9	IoT Smart City	To teach the Trainees of IoT Trade	Teaching Theory, Practical Knowledge, Evaluation Conducting seminars, papers etc.
10	Workshop	Imparting skill training to Trainees	Workshop for practical works
11	IT Lab	To teach related to Computer	Lab for practical work related to computer
12	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)

#### POWERS & DUTIES OF OFFICER AND EMPLOYEES:

Name	ER. Anil Kumar
Designation	<b>Principal</b>
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 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.

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	<b>Instructor</b>
Designation	<b>Instructor</b> <b>The Instructors will be responsible for</b> <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 and 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>
Designation	Superintendent Grade-II
Duties	Post is vacant

Name	Not Applicable
Designation	Group Instructor
Duties	Post is not created in this institute.

Designation	Sr. Assistant
Duties	<p>(1) Sh. Achhar Singh, Sr. Assistant performs the duties assigned by the head of the institute i.e.</p> <ol style="list-style-type: none"> <li>(i) To deal with seat of Establishment (Govt. Head)</li> <li>(ii) To deal with seat of Accounts (Govt. Head)</li> <li>(iii) To deal with seat of Cash (Govt. Head)</li> </ol>

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Designation	Junior OFFICE Assistant/Clerk
Duties	<p>(1) Sh. Dinesh Kumar, Clerk performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of IMC</p> <p>(ii) To deal with seat of SWF</p> <p>(iii) Diary &amp; Dispatch</p> <p>(2) Sh. Ankur Sharma, clerk, performs the duties assigned by the head of the institute i.e.,</p> <p>(i) To Deal with seat of Training, STRIVE scheme etc.</p>

#### **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 DISCCCHARGE 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 function 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 1	Category of the document 2	Procedure to obtain the documents 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 Register	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle logbook (where vehicle is available)	
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 Procurements/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)**

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

Not applicable

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**Section 4(1)(b)(viii)**

**Boards, Councils, Committees & Other Bodies Constituted**

1. Institution Management Committee.

<b>Sr. No.</b>	<b>Designation with address</b>	<b>Designation</b>
1	Thakur Rajinder Singh, Tea Planter & Social Worker, Village Khalet, PO Thakurdwara, Tehsil-Palampur District Kangra (HP)-176102	Chairman
2	The Principal, Govt. ITI Palampur District Kangra (HP)	Member Secretary
3	Sh. Onkar Sharma Chauhan, M/sPines Hotel Near Old Bus Stand, Palampur District Kangra (HP) - 176061.	Member
4	Sh. Kaminder Singh Rana, M/s Land Mark Bilders, Ward no. 6- Palampur District Kangra (HP)-176061	Member
5	Smt. Kiran Dhiman, M/s Celebrations Bakery Ward No. 11 Rajpur Chowk Palampur District Kangra (HP) -176061.	Member
6	Sh. Vivek Bhardwaj, M/s Carnations ward no. Aims Tehsil Palampur District Kangra (HP)-176061	Member
7	The District Employment Officer, Kangra at Dharmshala, District Kangra (HP)	Member
8	Representative of State Directorate (officer dealing with Vocational & Industrial Training), Sundernagar, Himachal Pradesh.	Member
9	Principal, Govt. Senior Secondary School (Girl) Palampur, District Kangra (HP)	Member
10	Group Instructor, Govt. ITI Palampur District Kangra (HP)	Member
11	Student Representative (Payment Seat) Govt. ITI Palampur District Kangra (HP)	Member

  
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**2. Hostel Management Committee: NA****3. Anti-ragging Committee.**

Sr. No.	Official of ITI	Act as
1	Smt. Indu Bala	Chairman
2	Smt. Shalini Bhardwaj	Member Secretary
3	Sh. Vivek Bhardwaj	Member
4	Sh. Sant Kumar	Member
5	Sh. Varun Kumar	Member

**4. Quarter Allotment Committee.**

Sr. No.	Official of ITI	Act as
1	Sh. Anil Kumar, Principal	Chairman
2	Supdt. Gr-II	Member Secretary
3	Smt. Sushma Devi, Instructor	Member
4	Sh. Manohar Lal, Instructor	Member
5	Sh. Pritam Chand, Attendent	Member

**5. Sexual Harassment committee/women cell.**

Sr. No.	Officials & Designation	Act as
1	Smt. Reetu Thakur, Principal G(G)SSS Palampur	Observer
2	Smt. Kamlesh Parmar, Employment officer Palampur	Observer
3	Smt. Shashi Dimple, MC Parshad AIMA Ward	Observer
4	Smt. Sushma Devi, Instructor (EM)	Member Secretary
5	Smt. Kumd Raina, Instructor (EM)	Member
6	Sh. Parshant, Trainer (IT)	Member
7	Miss. Aparna, trainee (SP)	Member
8	Miss Madhu, trainee (Electrician)	Member

**6. Student Welfare Fund Committee:**

Sr. No.	Official of ITI	Designation
1	Principal	Chairman
2	Supdt. Gr-II	Member Secretary
3	Head Craft Mistress	Member
4	Store officer	Member
5	Instructor EM	Member
6	Trainees SP	Member
7	Trainee cosmetology	Member
8	Trainee Electrician	Member

  
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### 7. Purchase committee of the Institute.

Sr. No.	Official of ITI	Act as
1	Principal	Chairman
2	Superintendent Gr-II	Member Secretary
3	HCM/Sr. Instructor	Member
4	Trade Expert	Member
5	Store Keeper	Member

### 08. Physical Verification committee

Sr. No.	Official of ITI	Act as
1	Smt. Sushma Devi, Instructor	Chairman
2	Supdt.	Member

### 09. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation/Trade name	Duty assign
	Smt. Sushma Devi	Instructor	Chairman
	Smt. Kumud Raina	Instructor	Member
	Smt. Shalini Bhardwaj	Instructor	Member

### 10. Admission Committee:

Sr. No.	Name of Committee Members	Designation
	Smt. Sushma Devi	Instructor
	Sh. Surinder Paul	Supdt.Gr-II
	Smt. Indu Bala	Instructor
	Sh. Manohar Lal	Instructor
	Sh. Vivek Choudhary	Trainer
	Sh. Dinesh Kumar	Clerk
	Sh. Ankur Sharma	Clerk
	Sh. Prashant Kumar	Trainer
	Sh. Saurav Kumar	Trainer
	Sh. Yesh Paul	Peon

  
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**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	Anil Kumar	Principal	48,700-1,54,300
2	Sushma Devi	Instructor	38,500-1,22,700
3	Kumud Raina	Instructor	38,500-1,22,700
4	Indu Bala	Instructor	38,500-1,22,700
5	Manohar Lal	Instructor	38,500-1,22,700
6	Shalani Bhardwaj	Instructor	38,500-1,22,700
7	Achhar Singh	Sr. Assistant	28,900-91,9600
8	Dinesh Kumar	Clerk	20,200-64000
9	Yash Paul	Peon	18000-56900
10	Prittam Chand	Attendant	18000-56900
11	Raj Kumar	Mali	18000-56900
12	Sunita Rani	Sweeper	18000-56900

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

**THE BYDGET 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	06 Medical Reimbursement (Demand No.19)	210000.00
2	01-Salary (Demand No.27)	15000000.00
3	03-Travel Expenses (Demand No.27)	23390.00
4	05-Office Expenses (Demand No.27)	200000.00
5	06-Medical Reimbursement (Demand No.27)	10672.00
6	33-Material & Supply (Demand No.27)	30000.00
7	31-Machinery & Equipments (Demand no. 31)	20000.00

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

**Directory of Officers and employees:**

  
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Sr. No	Name of the staff Member (Sh./Smt.)	Designation	Office Ph. No.	Email
1	Anil Kumar	Principal	7018010018	principal_itipalampur@yahoo.co.in
2	Sushma Devi	Instructor	9418657067	sushma9418657067@gmail.com
3	Kumud Raina	Instructor	9459663142	kumudraina.purohit@gmail.com
4	Indu Bala	Instructor	9418229888	Ibala3055@gmail.com
5	Manohar Lal	Instructor	9418919007	mnanohar.koundal07@gmail.com
6	Shalani Bhardwaj	Instructor	7018517918	shalinib095@gmail.com
7	Achhar Singh	Sr. Assistant	9418615645	achharsingh28@gmail.com
8	Dinesh Kumar	Clerk	8278787608	dkaju453@gmail.com
9	Ankur Sharma	Clerk	9418355120	sharmankur66@gmail.com
10	Yash Paul	Peon	7018559920	Yeshpaul3925@gmail.com
11	Prittam Chand	Attendant	9805976806	Prittamchand 00459@gmail.com
12	Raj Kumar	Mali	9418811958	Rajkumar1112@gmail.com
13	Ramesh Chand	Mali	8894212938	Rameshchandmonu93@gmail.com
14	Sunita Devi	Sweeper		Sunitasalhotra973682@gmail.com
15	Varun Sharma	Trainer	8988427199	Imvarun114@gmail.com
16	Saurav Bhardwaj	Trainer	9418735797	sauavbhardwaj97@gmail.com
17	Sant Kumar	Trainer	9857314840	santy.santkumar@hotmail.com
	Prashant kumar	Trainer	7018339657	er.prashantwalia@gmail.com

#### 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 AUTHORIZATION GRANTED

Not Applicable

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

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

All the relevant detail including the procurements, tender and student matter are made available on the website: [www.itipalampur.edu.in](http://www.itipalampur.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, DESIGNATGIONS AND OTHER PARTICULARS OF THE PUBIC INFORMATION OFFICER:**

Sr. No	Name	Designation	Phone No.	E-Mail
1	Er. Anil Kumar	Principal	97362 79226	ampatial@gmail.com

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

**OTHER INFORMATION PRESCRIBED:**

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

1. Sub-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.itipalampur.edu.in](http://www.itipalampur.edu.in)

1.2 Public Private Partnerships

The institute is covered under PPP Mode in the year

1.3 Transfer Policy and Transfer orders

  
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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 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.

#### 1.5 CAG & PAC Paras

At present no any CAG & PAC Paras is stand, therefore the information is Nil. Further, if any CAG & PAC para will stand pending will 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 is covered under STRIVE 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.

  
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