

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 Rajgarh (Technical Education)
Establishment and Address	2000 Govt. ITI Rajgarh , Village Shamloh, Tehsil Rajgarh, Distt. Sirmour HP
Contact No.	94189-78258
Web site	http://www.himachaliti.in/rajgarhiti/
Code allotted by the DGT	GR02000207

Sr.no.	Section	Function	Duties
1	Office of the Principal Govt. ITI Rajgarh	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Rajgarh.	<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/Sr. Instructor maintain an extremely close

			<p>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, 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	Plumber trade	To impart knowledge & skill to the trainees of Plumber trade.	do-
4	Fashion Design & Technology trade	N/a	N/a
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT lab	To teach related to Computer	IT Lab
7	Library	Issuing books to trainees and the faculty, book keeping and maintenance.	Book keeping and purchasing new books & maintaining of the records.

Section4 (1) (b) (ii)

POWER & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Lalit Kumar
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 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	N/A
Designation	Group Instructor
Duties	N/A

Designation	Instructor
Duties	<p>Instructor</p> <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	SuperintendentGrade-II
Duties	N/A

Designation	Sr. Assistant/ Junior Office Assistant/Clerk
Duties	<p>(1) Sh. Robin Sharma Performs the duties assigned by the head of the institute i.e</p> <p>(2) Ram Prakash, Clerk performs the duties assigned by the head of the institute i.e.</p> <p>(3) Priyanka Kumari (DEO) performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Accounts,</p> <p>(iii) To manage/deal with seat of Cash etc.</p> <p>(iv) To Deal with seat of Training and Store etc.</p> <p>(v) To deal with seat of Diary & Dispatch 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 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 Draw Register	
7	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle log book (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.

Sr. No.	OfficialsofITI	Act As
1	Rajender Thakur	Chairman
2	Principal ITI Rajgarh	Member Secretary
Member nominated by Industry partner		
3	Anuj Thakur	Member
4	Arun Chauhan	Member
5	Munish Thakur	Member
6	Sudhir Thakur	Member
Member nominated by the State Govt.		
7	Employment Exchange	Member
8	Representative of DTE (Officer dealing with Vocational & Industrial Training) Sunderngar HP	Member
9	Principal, GSSS Mandiyaghat	Member
10	Group Instructor Govt. ITI Rajgarh	Member
11	Student representative (payment seat) Govt. ITI Rajgarh	Member

2. Hostel Management Committee: N/A

3. Anti-raggingCommittee.

Sr. No.	Officials of ITI	Act As
1	Sh. Sewa Ram	Incharge
2	Sh. Amrit Raj Nirmohi	Member
3	Smt. Reena Kumari	Member
4	Sh. Yogesh Gautam	Member
5	Sh. Deshmukh Sharma	Member
6	Sh. Robin Sharma	Member
7	Sh. Ram Prakash	Member
8	Smt. Priyanka Kumari	Member

4. Quarters Allotment Committee. N/A

5. Sexual Harassment Committee/Women cell.

Sr. No.	Officials in ITI	Act As
1	Smt. Reena Kumari	Incharge
2	Smt. Priyanka Kumari	Member
3	Smt. Nirmla Kumari	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Sewa Ram	Sr. Instructor
2	Sh. Robin Sharma	Sr. Officials
3	All Trainers/Instructors	Concerned field expert

7. Purchase committee of the institute.

Sr. No.	Officials of ITI	Act As
1	Sh. Lalit Kumar	In charge
2	Sh. Sewa Ram	Member
3	Sh. Robin Sharma	Member
4	Concerned field expert	Member

11. Physical Verification Committee.

Sr. No	Employee&designation	ActAs
1	Sh. Sewa Ram Instructor	Incharge
2	Sh. Robin Sharma (Sr. Assistant) (Store Keeper Govt.)	Member
3	Sh. Amrit Raj (Instructor) (Store keeper IMC)	Member
4	Sh. Yogesh Gautam (Trainer Employability Skills)	Member

12. Electrol Literacy (ELC)

Sr. No.	NameofCommittee members	Designation/Trade name	Duty Assign
1	Sh. Lalit Kumar	Principal	Nodal Officer
2	Sh. Sewa Ram	Instructor Electrician	Member
3	Sh. Deshmukh Sharma	Trainer Math & Drawing (In charge of Plumber trade)	Member
4	Sh. Ram Prakash	Clerk	Member
5	Mr. Manas Chauhan	Trainee Electrician	Member
6	Mr. Arman Kamal	Trainee Plumber	Member

13. Admission Committee.

Sr.No	Name of Committee members	Designation
1	Sh. Sewa Ram	Instructor Electrician
2	Sh. Amrit Raj Nirmohi	Instructor Surveyor
3	Sh. Deshmukh Sharma	Trainer Math & Drawing
4	Smt. Reena Kumari	Instructor Electronic Mechanic
5	Sh. Yogesh Gautam	Trainer Employability Skill
6	Sh. Robin Sharma	Sr. Assistant
7	Smt. Priyanka Kumari	Data Entry Operator
8	Sh. Raghuveer Singh	Peon

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	Sh. Lalit Kumar	Principal	01799-220070	itirajgarh@yahoo.com
2	Sh. Sewa Ram	Instructor Electrician	-do-	-do-
3	Sh. Amrit Raj Nirmohi	Instructor Surveyor	-do-	-do-
4	Sh. Deshmukh Sharma	Trainer Math & Drawing (Under IMC)	-do-	-do-
5	Smt. Reena Kumari	Instructor Electronic Mechanic	-do-	-do-
6	Sh. Yogesh Gautam	Trainer Employability Skill (Under IMC)	-do-	-do-
7	Sh. Robin Sharma	Sr. Assistant	-do-	-do-
8	Smt. Priyanka Kumari	Data Entry Operator (outsorce basis)	-do-	-do-
9	Sh. Ram Prakash	Clerk	-do-	-do-
10	Sh. Raghuvveer Singh	Peon (outsorce basis)	-do-	-do-
11	Sh. Neeraj	Chowkidar (on daily wages)	-do-	-do-
12	Smt. Nirmla Kumari	Sweeper	-do-	-do-
13	Sh. Vijay Sharma	Peon-cum Chowkidar (outsorce basis)	-do-	-do-

Section4(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.	NameOfficer/official	designation	Pay Scale (As per HP Civil Services Revised Pay Rules 2022)
1	Sh. Sewa Ram	Instructor Electrician	Level-11
2	Sh. Amrit Raj Nirmohi	Instructor Surveyor	Level-11
3	Smt. Reena Kumari	Instructor Electronic Mechanic	Level-11
4	Sh. Ram Prakash	Clerk	Level-03
5	Smt. Nirmla Kumari	Sweeper	Level-01

Section4(1)(b)(xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-

BudgetAvailabilityReport

Financial year 2024-2025

Sr.No.	ObjectCodeDescription	Amount allocated
1	01 Salaries & DA	80,00,000.00
2	02 Wages	1,50,000.00
3	04 Travel Expense	5000.00
4	05 Office Expense	100000.00
5	06 Medical Reimbursement	50,000.00
6	31 Machinery & Equipment's	20000.00
7	33 Material & Supplies	10000.00
8	65 Remuneration to Outsources employees	00.00
9	99 Honorarium	00.00

Section4(1)(b)(xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

NotApplicable

Section4(1)(b)(xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITSOR AUTHORIZATIONS GRANTIED

NotApplicable

Section4(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

Section4(1)(b)(xv)

THE PARTICULARS OFFACIL ITES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF 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.

Section4(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	techedu-hp@nic.in
2	Sh. Lalit Kumar. Principal	Public Information Officer	01799-220070	itirajgarh@yahoo.com

Section4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED:-

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

1. Suo-MotudisclosureofmoreitemsunderSection-4of RTI ATI 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

1.2 Public Private Partnership

Govt. ITI Rajgarh are 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 Web site in the RTI Tab.

1.5 CAG &PAC Paras

Detail CAG & PAC Paras has been uploaded on the Departmental Website in the RTI Tab

1.6 Citizen 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 received Grant under Centrally Sponsored Scheme like STRIVE

1.8 Tours of Head of Office/Delegation

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