

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 Harchakian
Establishment and Address	2022, Govt. ITI Harchakian V.P.O Theaher , Tehsil Harchakian, Distt. Kangra, HP-176210 E-mail:- itiharchakian@gmail.com
Contact No.	NA
WebSite	www.itiharchakian.edu.in
Code allotted by the DGT	Covered under SCVT

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

			<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	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	-do-
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.

Section 4(1)(b)(ii)

POWERS&DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Vacant Post DDO Given to Principal ITI SShahpur
Designation	Principal
Powers	<p>1. To administer the Institution</p> <p>2. To take decisions in Administrative, Academic & Financial matters.</p>
Duties	<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>

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. Manoj Singh
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.

Designation	Instructor
Duties	<p>Instructor 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	No Post
Duties	Not applicable

Designation	Junior Office Assistant/ Clerk
Duties	<p>Only 01 post of JOA(IT)/ clerk which is vacant on the promotion of clerk to Sr. Asstt.</p> <p>(i) To deal with seat of Establishment, (ii) To deal with seat of Accounts, (iii) To manage/deal with seat of Cash etc. (iv) To Deal with seat of Training and Store etc. (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/TOR 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 logbook (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. Not Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Harchakian	Act As
1	Sh. Manoj Singh G.I.	Nodal officer
2	Smt. Prem Lata , Instructor Sewing technology	Member
3	Sh. Ankush Guleria Instructor Electrician	Member

4. Quarters Allotment Committee. Not Applicable, since no quarter available.
5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Sh. Manoj Singh G.I.	Nodal officer
2	Smt. Prem Lata , Instructor Sewing technology	Member
3	Sh. Ankush Guleria Instructor Electrician	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Chaain Singh , Principal(DDO)	Chairman
2	Sh. Manoj Singh G.I.	Member
3	Sh. Amit Kumar JOA (IT)(Govt ITI Shahpur)	Meember
4	Abhishek , Trainee Electrician Trade	Member
5	Sumit, Trainee Welder Trade	Member
6	Ritika Rani, Trainee Sewing Technology Trade	Member

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Harchakian	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

11. 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

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Manoj Singh G.I.	Group Instructor	Nodal Officer
2	Sh. Ankush Guleria Instructor Electrician	Instructor Electrician	Member

13. Admission Committee. (Online Process)

Sr. No.	Name of Committee members	Designation
1	Sh. Manoj Singh G.I.	Group Instructor
2	Smt. Prem Lata , Instructor Sewing technology	Instructor Sewing technology
3	Sh. Ankush Guleria Instructor Electrician	Instructor Electrician
4	Sh. Amit Kumar	JOA (IT)(Govt ITI Shahpur)

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, Chain Singh	Principal(ITI Shahpur(DDO)	01892238023	itiharchakian@gmail.com
2	Manoj Singh	Group Instructor	-do-	-do-
3	Smt. Prem Lata	Instructor Sewing technology	-do-	-do-
4	Sh. Ankush Guleria	Instructor Electrician	-do-	-do-
5	Sh, Gurcharan Singh	Outsourced (Security guard)	-do-	-do-
6	Smt. Poonam Devi	Sweeper part Time (Outsourced)	-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.	Name Officer/Official	Designation	PayScale(As per HP Civil Services Revised pay Rules 2022)
1	Manoj Singh	Group Instructor	(43000-136000)
2	Smt. Prem Lata	Instructor Sewing technology	(38500-122700)
3	Sh. Ankush Guleria	Instructor Electrician	(38500-122700)
4	Sh, Gurcharan Singh	Outsourced (Security guard)	Rs. 437/- per day
5	Smt. Poonam Devi	Sweeper part Time (Outsourced)	Rs, 200/- per day(Rs. 50 Per Hour)

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	01 Salaries & DA	3000000.00
2	02 Wages	0.00
3	04 Travel Expense	0.00
4	05 Office Expense	180000.00
5	06 Medical Reimbursement	0.00
6	31 Machinery & Equipment's	20000.00
7	33 Material & Supplies	60000.00
8	65 Remuneration to Outsourced employees	125000.00
9	99 Honorarium	50000.00

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 www.itiharchakian.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 ,DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS: -

S.No.	Name	Designation	PhoneNo.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh.Chain Singh, Principal(DDO)	Public Information Officer	01892238023	itiharchakian@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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

1. Suo-Motu Disclosure of more items under Section 4 of the 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.itiharchaakian.edu.in

1.2 Public Private Partnerships

Govt. ITI Harchakian 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 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

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 like STRIVE or under ADB.

1.8. Tours of Head of Office/Delegation

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

Organization Chart of Govt. ITI Harchakian

