

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

Section 4(1)(b)(i)

The Particular of its organization, functions and duties:-

Name of Organization	Shaheed Surinder Singh Govt. ITI Jawali
Establishment and Address	Shaheed Surinder Singh Govt. ITI Jawali Village Bhanei PO Makrahan Tehsil Jawali Distt. Kangra HP 176023
Contact No.	9805339104
Website	www.itijawali.com
Code Allotted by the DGT	GR02000136

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI Jawali	To provide an Opportunity of technical training(Skill Development) to the Citizens of India	To manage all activities to run the institute effectively and smoothly.
2	Electrician Trade	To provide Skill development in Power Sector	Sh. Malkit Singh Trainer responsible person for the task.
3	Fitter Trade	To provide Skill development in Capital Goods Manufacturing Sector	Sh. Balkar Singh Instructor & Sh. Harnam Singh Trainer responsible person for the task.
4	R&AC Trade	To provide Skill development in Capital Goods & Manufacturing Sector	Sh. Ashok Kumar & Sh. Ankush Baboota Trainer responsible person for the task.
5	MMV Trade	To provide Skill development in Automotive Sector	Sh. Ajay Kumar Trainer responsible person for the task.
6	Solar Tech.(Electrical) Trade	To provide Skill development in Power Sector	Sh. Ankush Baboota Trainer responsible person for the task
7	COPA Trade	To provide Skill development in IT&ITES Sector	Smt. Robin Choudhary & Smt. Punam Sharma Instructor responsible person for the task
8	Dress Making	To provide Skill development in Apparel Sector	Smt. Sunita Devi Instructor & Smt. Sarita Devi Trainer responsible person for the task.
9	Workshop	To provide practical Skill development in relevant field.	All Trade Concerned as above
10	IT Lab	To provide Skill development in IT&ITES Sector	Smt. Ruchi Heer Faculty IT is responsible person for the task
11	Library	To provide different books, magazines, competition books and newspaper etc. to the trainees for updation of trade skill.	Sh. Ankush Baboota Trainer responsible person for the task

Section 4(1)(b)(ii)

POWER & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Sh. Ashok Kumar
Designation	Principal/DDO
Power	DDO
Duties	To manage all activities to run the institute effectively and smoothly.

Name	Sh. Balkar Singh
Designation	Instructor/Sr. Faculty
Duties	To impart, manage the training & placement work.

Designation	Instructor
Duties	To impart the technical training to the trainees in their relevant sector
Designation	Superintendent Grade –II
Duties	To manage all the office work of the institute.
Designation	Junior Office Assistant/ Clerk
Duties	To support the superintendent/ Sr. Assistant to manage the office work.

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 guideline 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 CATEWGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Sr. No.	Category of the document	Procedure to obtain the documents
1	Bank Pass Books	In the Administrative office of the institute in any working day w.e.f. 10:00am to 05:00pm
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	
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)(vii)**Details of consultative committees and other bodies State Fee Regulatory Committee (SFEC)**

Not Applicable

Section 4(1)(b)(viii)**Boards Councils, Committees & Other Bodies Constituted****1. Institution Management Committee.**

Sr. No.	Name	Act As
1.	Sh. Manu Sharma	Chairman
2.	Sh. Ashok Kumar	Member Secretary
3.	Sh. Arun Kumar Dhiman	Member
4.	Sh. Parveen Kumar Koundal	Member
5.	Sh.Kuldeep Guleria	Member
6.	Sh.Vijay Sharma	Member

2. Hostel Management Committee.

There is no hostel facility for trainee in the institute.

3. Anti-Ragging Committee.

Sr. No.	Name	Designation	Act As
1)	Balkar Singh	Instructor	Chairman
2)	Robin Choudhary	Instructor	Member
3)	Punam Sharma	Instructor	Member
4)	Ankush	Trainer	Member

4. Quarters Allotment Committee.

N/A

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Name	Designation	Act As
1)	Sonia Kumari	Sr. Assistant	Chairman
2)	Sunita Devi	Instructor	Member
3)	Robin Choudhary	Instructor	Member
4)	Harnam Singh	Trainer	Member
5)	Malkit Singh	Trainer	Member

6. Student Welfare Fund Committee.

Sr. No.	Name	Designation	Act As
1)	Balkar Singh	Instructor	Chairman
2)	Sonia Kumari	Sr. Assistant	Member
3)	Sunita Devi	Instructor	Member
4)	Robin Choudhary	Instructor	Member
5)	Punam Sharma	Instructor	Member
6)	Yash Choudhary	Trainee Solar Tech.	Member
7)	Mohit Kabvir	Trainee COPA	Member
8)	Poonam Bhardwaj	Trainee Dress Making	Member

7. Purchase committee of the institute.

Sr. No.	Name	Designation	Act As
1)	Balkar Singh	Instructor	Chairman
2)	Sonia Kumari	Sr. Assistant	Member
3)	Amrik Singh	Clerk	Member
4)	Instructor/ Trainer Concerned Trade	Instructor/ Trainer	Member

8. Physical Verification Committee.

Sr. No.	Name	Designation	Act As
1)	Balkar Singh	Instructor	Chairman
2)	Sunita Devi	Instructor	Member

9. Electrol Literacy Club(ELC)

Sr. No.	Name	Designation	Act As
1)	Ankush Baboota	Trainer	Chairman
2)	Harnam Singh	Trainer	Member
3)	Sarita Kumari	Trainer	Member
4)	Ruchi Heer	IT Faculty	Member

10. Admission Committee.

Sr. No.	Name	Designation	Act As
1)	Ashok Kumar	GI/ DDO	Chairman
2)	Balkar Singh	Instructor	Member
3)	Sonia Kumari	Sr. Assistant	Member
4)	Sunita Devi	Instructor	Member
5)	Robin Choudhary	Instructor	Member
6)	Ponam Sharma	Instructor	Member
7)	Ruchi Heer	IT Faculty	Member

Section 4(1)(b)(ix)**Directory of Officers and employees:-**

Sr. No.	Name	Designation	Office Phone . No. Email
1.	Sh. Ashok Kumar	GI/DDO	ashokkumar12595@gmail.com 98053-39104
2.	Smt. Sonia Kumari	Senior Assistant	soniaiti@gmail.com 94590-67993 , 9459556893
3.	Sh. Amrik Singh	JOA IT	amrik99811@gmail.com 70188-76553
4.	Sh. Balkar Singh	Instructor Fitter	balkarsingh59874@gmail.com 98050-58603 , 94184-39603
5.	Smt. Sunit Devi	Instructor Dress-Making	anuchambial1981@gmail.com 78078-09096
6.	Smt. Robin Choudhary	Instructor COPA	robin.choudhary86@gmail.com 91298-07348
7.	Smt. Punam Sharma	Instructor COPA	punam.sharma35@gmail.com 98057-79498
8.	Sh. Vijay Kumar	Peon	vijay13758200@gmail.com 98054-75373
9.	Smt. Nirmla Devi	Workshop Attendant	88949-51847
10.	Smt. Swarna Devi	Sweeper	86288-22526
11.	Sh. Ankush Baboota	Trainer Mech. R & AC under IMC	rocksankush75@gmail.com 98164-02401
12.	Sh. Ashok Kumar	Trainer Mech. R & AC under IMC	ak98827@gmail.com 98827-52857
13.	Sh. Ajay Kumar	Trainer MMV under IMC	ajayhp543713@gmail.com 98161-36273
14.	Sh. Harnam Singh	Trainer Fitter under IMC	harnam.thakur81@gmail.com 98168-02781
15.	Sh. Malkit Singh	Trainer Electrician under IMC	malkit13493@gmail.com 78071-92788
16.	Mrs. Sarita Kumari	Trainer Dress-Making under IMC	saritakumari481995@gmail.com 80912-93122
17.	Mrs. Ruchi Heer	IT Faculty & Emp. Skill Outsource	ruchiheer999@gamil.com 98163-91989
18.	Sh. Lalit Kumar	Chowkidar under SWF	98160-77235

Section 4(1)(b)(x)**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:-**

Sr. No.	Name	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Sh. Ashok Kumar	GI/DDO	43000-136000, L12
2	Smt. Sonia Kumari	Senior Assistant	38500-122700, L11
3	Sh. Amrik Singh	JOA IT	12360 (on govt. contract)
4	Sh. Balkar Singh	Instructor Fitter	38500-122700, L11
5	Smt. Sunit Devi	Instructor Dress-Making	38500-122700, L11
6	Smt. Robin Choudhary	Instructor COPA	38500-122700, L11
7	Smt. Punam Sharma	Instructor COPA	38500-122700, L11
8	Sh. Vijay Kumar	Peon	18000-56900, L1
9	Smt. Nirmla Devi	Workshop Attendant	18000-56900, L1
10	Smt. Swarna Devi	Sweeper	18000-56900, L1
11	Sh. Ankush Baboota	Trainer Mech. R & AC under IMC	16215/- Fixed under IMC
12	Sh. Ashok Kumar	Trainer Mech. R & AC under IMC	16215/- Fixed under IMC
13	Sh. Ajay Kumar	Trainer MMV under IMC	16215/- Fixed under IMC
14	Sh. Harnam Singh	Trainer Fitter under IMC	16215/- Fixed under IMC
15	Sh. Malkit Singh	Trainer Electrician under IMC	16215/- Fixed under IMC
16	Smt. Sarita Kumari	Trainer Dress-Making under IMC	16215/- Fixed under IMC
17	Smt. Ruchi Heer	IT Faculty & Emp. Skill Outsource	16215/- Fixed on Outsource basis
18	Sh. Lalit Kumar	Chowkidar under SWF	8625/- Fixed under SWF

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 Description	Amount Allocated
1	Demand No. 27 - 01-Salary- Non Plan	5749310-00
2	Demand No. 27 - 03- Travel Expense- Non Plan	4996-00
3	Demand No. 27 - 05-Office Expense- Non Plan	150000-00
4	Demand No. 27 - 06- Medical Reimbursement- Non Plan	4721-00
5	Demand No. 27 - 33- Material Supply- Non Plan	30000-00
6	Demand No. 32 – 31- Machinery & Equipment-Plan	10000-00
7	Demand No. 32 – 33 – Material & Supply-Plan	20000-00
8	Demand No. 27 – 99- Honorarium-Plan	103500-00
9	Demand No. 19 - 06- Medical Reimbursement to the Pensioner- Non Plan	59976-00

Section 4(1)(b)(xii)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Not Applicable

Section 4(1)(b)(xiii)

PARTICULARS OF RECIPIENTS OF CONCESIONS, PERMITS OR AUTHORIZATIONS GRANTED

Not Applicable

Section 4(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 NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-

Sr. No.,	Name	Designation	Phone No.
1.	Ashok Kumar	Principal/DDO	9805339104
2.	Sonia Kumari	Sr. Assistant	94590-67993

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED:-

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

- 1.1 Information related to procurement
- 1.2 Public Private Partnerships
- 1.3 Transfer Policy and Transfer Orders.
- 1.4 RTI Applications
- 1.5 CAG & PAC Paras
- 1.6 Citizens Charter.
- 1.7 Discretionary and Non- Discretionary Grants
- 1.8 Tours of Head of Office/ Delegations.