

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

## Section 4 (1) (b) (i) (MANUAL-1)

The particulars of its organization, functions and duties:-

Name of organization	Govt. ITI Nirmand
Establishment and Address	2007, Govt. ITI Nirmand, V.P.O. & Tehsil Nirmand, Distt. Kullu, HP-172023 E-mail:- principalitinirmand@yahoo.com
Contact No.	9882305700
Website	<a href="http://www.itinirmand.edu.in">www.itinirmand.edu.in</a>
Code allotted by the DGT	GR02000204

Sr.No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. ITI, Nirmand	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 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 foremen and supervisors 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, DGE&amp;T, and other authorized bodies are provided.</li></ol>
2	Electrician Trade	To teach 1 <sup>st</sup> & 2 <sup>nd</sup> Year Trainees	Teaching, conducting of examination, evaluation papers. Conducting seminars.
3	Plumber Trade	To teach 1 <sup>st</sup> Year Trainees and to deal with the seat of store section.	Teaching, conducting of examination, evaluation papers. Conducting seminars and properly maintain the store section.

  
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4	Sewing Technology	To teach 1 <sup>st</sup> Year Trainees	Teaching, conducting of examination, evaluation papers. Conducting seminars.
5	MMV Trade	To teach 1 <sup>st</sup> & 2 <sup>nd</sup> Year Trainees and to deal with the seat of IMC & SWF Cash.	Teaching, conducting of examination, evaluation papers. Conducting seminars. and properly maintain the IMC and SWF cash books.
4	Workshop	Imparting skill training & Practical Classes to Trainees	Workshop
5	IT Lab	To teach related to Computer	Lab
6	Library	Issuing Books to trainees & the Faculty Book keeping & Maintenance	Book keeping & purchasing new books Maintaining of the Records.

### Section 4 (1) (b) (ii) (MANUAL-2)

#### Powers & Duties of Officers and Employees:-

<b>Name</b>	Sh. Pawan Kumar (GI/DDO)
<b>Designation</b>	<b>Group Instructor/DDO</b>
<b>Powers</b>	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
<b>Duties</b>	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 off 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>Name</b>	Sh. Pawan Kumar (GI)
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	<p>Group Instructor ITI is responsible for the following:</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 practical 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>
<b>Designation</b>	<b>Superintendent Grade-II</b>
<b>Duties</b>	The Post of Superintendent Grade-II is not created in this institute.

  
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<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
<b>Duties</b>	<p>(1) Smt. Anjana Kumari, Clerk 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.</p> <p>(iv) To Deal with seat of Training, Apprenticeship and loose Account seats etc.</p> <p>(v) To deal with work pertaining to Diary &amp; Dispatch etc.</p>

<b>Designation</b>	<b>Librarian</b>
<b>Duties</b>	The Post of Librarian is not created in this institute.

  
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### **Section 4 (1) (b) (iii) (MANUAL-3)**

#### **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) (MANUAL-4)**

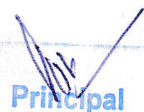
#### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

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) (MANUAL-5)**

#### **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.

  
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## Section 4 (1) (b) (vi) (MANUAL-6)

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

Sr. 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 Issue register	
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)	
14	Duty Attendance	
15	RTI Register	
16	Vidhan Sabha Question Register	The Documents can be obtained from concerned officer In-charges
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 books.	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counselling.	
22	Files related to Hostel etc.	

  
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**Section 4 (1) (b) (vii) (MANUAL-7)**

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

Not Applicable

**Section 4 (1) (b) (viii) (MANUAL-8)**

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

**1. Institution Management Committee.**

Sr. No.	Officials of ITI	Act As
1	Sh. Neerat Singh	Chairman
2	Sh. Aman Bisht	Member
3	Sh. Raj Kumar	Member
4	Sh. Ramesh Verma	Member
5	Sh. Yog Raj	Member

**2. Hostel Management Committee.**

Not applicable

**3. Anti-ragging Committee.**

Sr. No.	Officials of ITI	Act As
1	Sh. Sanjeev Kumar	Chairman
2	Smt. Pinku Devi	Member
3	Concerned Trade Instructor	Member

**4. Quarters Allotment Committee.**

Not applicable

**5. Sexual Harassment Committee/ Women cell**

Sr. No.	Officials and Designation	Act As
1	Smt. Pinku Devi (Instructor)	Chairman
2	Sh. Sanjeev Kumar (Instructor)	Member
3	Sh. Harnam Singh (Trainer)	Member

  
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6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Pinku Devi	Member
2	Sh. Sanjeev Kumar	Member
3	Sh. Kamlesh Verma	Member
4	Smt. Anjana Kumari	Clerk
5	Mr. Lokesh Kumar (Electrician)	Member
6	Miss Neha (Sew. Tech.)	Member
7	Mr. Priyanshu (Plumber)	Member
8	Mr. Rahul Verma (MMV)	Member

7. Purchase Committee of the Institute.

Sr. No.	Officials of ITI	Act As
1	Sh. Sanjeev Kumar	Chairman
2	Smt. Pinku Devi	Member
3	Concerned Trade Instructor	Member

8. Physical Verification Committee.

Sr. No.	Employee & Designation	Act As
1	Sh. Pawan Kumar	Chairman
2	Smt. Pinku Devi	Member
3	Sh. Sanjeev Kumar	Member

9. Electrol Literacy Club (ELC) :

Sr. No.	Name of Committee Members	Designation/ Trade Name	Duty Assign
1	Sh. Sanjeev Kumar	Instructor (Engg. Drawing)	Nodal Officer

10. Admission Committee :

Sr. No.	Name of Committee Members	Designation
1	Sh. Pawan Kumar	Chairman
2	Smt. Pinku Devi	Member
3	Sh. Sanjeev Kumar	Member
4	Sh. Kamlesh Verma	Member
5	Smt. Anjana Kumari	Member

  
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## Section 4 (1) (b) (ix) (MANUAL-9)

### Directory of Officers and employees

Sr. No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Office Ph. No.	Mobile Number	Email
1	2	3	4	5	6
1	Sh. Pawan Kumar	GI/DDO	01904-292600	98823-05700	principalitinirmand@yahoo.com
2	Smt. Pinku Devi	Instructor (Sewing Technology)	-do-	82194-18300	-do-
3	Sh. Sanjeev Kumar	Instructor (Engg. Drawing)	-do-	98173-10350	-do-
4	Sh. Kamlesh Verma	Instructor (Mechanic Motor Vehicle)	-do-	94189-79706	-do-
5	Sh. Harnam Singh	Trainer (Electrician) under IMC	-do-	78761-38382	-do-
6	Smt. Anjana Kumari	Clerk	-do-	98169-19098	-do-
7	Sh. Ghasi	Chowkidar	-do-	98169-62596	-do-
8	Sh. Dola Ram	Chowkidar (Outsource Basis)	-do-	78765-71941	-do-
9	Sh. Rajeev Kumar	Sweeper	-do-	98164-58046	-do-

  
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### Section 4 (1) (b) (x) (MANUAL-10)

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Sr. No.	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Principal	Level-16
2	Group Instructor	Level-12
3	Instructor (Sewing Technology)	Level-11
4	Instructor (Plumber)	Level-11
5	Instructor (Mechanic Motor Vehicle)	Level-11
6	Instructor (Math/Drawing)	Level-11
7	Trainer ( Electrician) under IMC	-----
8	Clerk	Level-03
9	Peon cum Chowkidar	Level-01
10	Chowkidar (Outsource Basis)	-----
11	Sweeper	Level-01

### Section 4 (1) (b) (xi) (MANUAL-11)

**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	4240131.00
2	04 Travel Expense	20000.00
3	05 Office Expense	8000000
4	06 Medical Reimbursement	0.00
5	30 Motor Vehicles	30000.00
6	33 Material &Supplies	40000.00
7	31 Machinery & Equipment's	20000.00 (32-2230-03-789-01)
8	33 Material &Supplies	20000.00(32-2230-03-789-01)
9	65 Remuneration to Outsources employees	50000.00

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## **Section 4 (1) (b) (xii) (MANUAL-12)**

### **Manner of Execution of Subsidy Programmes**

Not applicable

## **Section 4 (1) (b) (xiii) (MANUAL-13)**

### **Particulars of Recipients of Concessions, Permits or Authorizations Granted**

Not applicable

## **Section 4 (1) (b) (xiv) (MANUAL-14)**

### **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 <https://itinirmand.edu.in/>

## **Section 4 (1) (b) (xv) (MANUAL-15)**


### **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 student and staff. The library is not open for general public.

## **Section 4 (1) (b) (xvi) (MANUAL-16)**

### **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail</b>
1.	Smt. Samritika , Additional Director	First Appellate Authority	01907-266572	<a href="mailto:techddu-hp@nic.in">techddu-hp@nic.in</a>
2.	Sh. Pawan Kumar, GI/DDO	Public Information Officer	98823-05700	<a href="mailto:prinicipalitinirmand@yahoo.com">prinicipalitinirmand@yahoo.com</a>

  
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## **Section 4 (1) (b) (xvii) (MANUAL-17)**

### **OTHER INFORMATION PRESCRIBED:-**

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

#### **1. Suo-Motto 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 student matter will be made available on the institute website in future.

##### **1.2 Public Private Partnerships**

Govt. ITI Nirmand is not covered under Public Private Partnership Mode.

##### **1.3 Transfer Policy and Transfer Orders.**

This point comes under the Preview of Govt. Transfer as well as Transfer policy is uploaded on the Departmental Website and a specific link has been provided in the RTI Tab.

##### **1.4 RTI Applications**

Detail of application 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, Trade available, Examination procedure, Results etc. have been uploaded on the Departmental Website in the RTI Tab, with specific external links.


  
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## **1.7 Discretionary and Non-Discretionary Grants**

This institute is covered under grant received from ADB.

## **1.8 Tour 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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