

Section 4(1) (b) (i)

The particular of its organization, function and duties:-

Name of organization	Technical Education Department
Establishment and address	Govt. ITI Bhanjraru Tehsil Churah Distt Chamba HP 176316
Contact No	9882177927
Web site	https://itibhanjraru.edu.in
Code allotted by the DGT	466

Sr. No	Section	Function	Duties
1	Office of the Principal Govt. ITI Bhanjraru	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Bhanjraru.	<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. 9. There is close relationship between the trainees and the instructional staff. 10. Proper follow-up is maintained of the passed out trainees.
2	D/man Trade	To impart knowledge & skill to the trainees of D/man trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	POCM trade	To impart knowledge & skill to the trainees POCM trade.	-do-
4	Surveyor trade	To impart knowledge & skill to the trainees of Surveyor 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	Book keeping and purchasing new books &

	and the faculty, book keeping and maintenance.	maintaining of the records.
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Section 4(1) (b) (ii)

Power & duties of officers and employees

Name	Sh. Rahul Rathore
Designation	Principal
Powers	Administration management as per DGT norms Financial Power as per state Government norms
Duties	All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out
	Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition
	Training programmes are carried out according to schemes
	Raw materials are purchased in time and duly supplied
	Machine and equipment are properly maintained
	Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time
	Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes
	Proper discipline is maintained in the institute
	There is close relationship between the trainees and the instructional staff
	Proper follow-up is maintained of the passed out trainees
	Proper security arrangements are maintained and safety precautions observed
	Trainees get the proper medical aid and welfare arrangements are available
	Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.
Any other additional duties assigned to the Principal of ITI	

Name	Sh. Kavinder Patial
Designation	Group Instructor
Duties	Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections
	The tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards
	Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time
	Safety precautions are observed in the workshop
	Sections function strictly according to the time schedule laid down and proper discipline maintained; and
Any other additional duties assigned by the Principal of ITI	

Designation	Instructor
	Taking of classes in theory and practice according to the prescribed syllabus and graded exercises
	Maintenance of attendance register, progress cards, raw-material register, tool and equipment register, manufacturing register and other sectional records in

Duties	accordance with the instructions
	Checking and correcting of theory notes, practical work and journals of trainees
	Preparing charts, drawing and other visual aid material for the section
	Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily
	Requisitioning of tools and raw materials required for the section
	Ensuring close relationship with the trainees
	Attending to leave applications of trainees
	Any other additional duties assigned by the Principal of ITI
Designation	Superintendent grade - II
Duties	Not applicable
Designation	Junior Office Assistant/ Clerk
Duties	JOA(IT) performs the duties assigned by the head of the institute i.e. To deal with seat of Establishment, To deal with seat of Accounts, To manage/deal with seat of Cash etc. To Deal with seat of Training and Store etc. To deal with seat of Diary & Dispatch etc

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

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 discharge its functions:**

The rules, regulations, instruction, manuals and record are followed by the employees for discharging its functions by using treasury Manual Himachal Pradesh civil service code and instruction 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 category of documents that are held it or under control:**

SI. No.	Category of the document	Procedure to obtain the documents
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	Books of drawl register	
7	DCR	
8	Cash Book	
9	Admission registers	
10	Demand Books	
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 DGT	
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:** NA
2. **Hostel Management committees:** NA
3. **Anti- ragging committee:** Yes Attached

Sr. No	Officials of ITI	Act as
1	Sh. Rahul Rathore	Nodal officer
2	Sh. Kavinder Patial	Member
3	Sh. Shyam Lal	Member
4	Sh. Raj Kumar	Member

4. **Quarters Allotment committee:** NA
5. **Sexual Harassment committee women cell:** Yes Attached

Sr. No	Officials and designation	Act as
1	Smt. Dhani Devi	Chairperson
2	Smt. Shanti Devi	Member
3	Sh. Kavinder Patial	Member
4	Sh. Shyam Lal	Member

6. Student Welfare Fund Committee

Sr. No	Name of Committee members	Designation
1	Sh. Rahul Rathore	Chairman
2	Sh. Kavinder Patial	Member secretary
3	Sh. Shyam Lal	Member
4	Sh. Raj Kumar	Member
5	Class representative from each trade	Member

7. Purchase committee of the Institute

Sr. No	Officials of ITI	Act as
1	Sh. Rahul Rathore	Chairman
2	Sh. Kavinder Patial	Purchase officer
3	Sh. Shyam Lal	Member-1
4	Sh. Raj Kumar	Member-2

11. Physical Verification committee.

Sr. No	Employee & designation	Act as
1	Sh. Kavinder Patial	Nodal Officer
2	Sh. Shyam Lal	Member-1
3	Sh. Raj Kumar	Member-2

12. Electoral Literacy club (ELC)

Sr. No	Name of Committee members	Designation trade name	Duty assign
1	Sh. Kavinder Patial	Group Instructor	Nodal Officer
2	Sh. Shyam Lal	Instructor POCM	Member
3	Sh. Raj Kumar	JOA IT	Member

13. Admission committee

Sr. No	Name of committee members	Designation
1	Sh. Kavinder Patial	Nodal Officer
2	Sh. Shyam Lal	Member
3	Sh. Raj Kumar	Member
4	Class 4 as supporting staff	Member

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

Sr. No	Name of the staff member	Designation	Office No	Ph.	Email
1	2	3	4	5	
1	Sh. Rahul Rathore	Principal	9882177927		itibhanjraru@gmail.com
2	Sh. Kavinder Patial	Group Instructor	9418693026		itibhanjraru@gmail.com
3	Sh. Shyam Lal	Instructor POCM	8351826993		itibhanjraru@gmail.com
4	Sh. Raj Kumar	JOA IT	8278727093		itibhanjraru@gmail.com

Section 4 (1) (b) (ix)

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 Service Revised pay Rules 2022)
1	Sh. Kavinder Patial	Group Instructor	Level-13
2	Sh. Shyam Lal	Instructor POCM	Level-11
3	Sh. Raj Kumar	JOA IT	Level-04

Section 4 (1) (b) (ix)

The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursement made

Budget Availability Report

Financial year 2024-

2025

Sr. No.	Object code description	Amount allocated
1	01 Salaries & DA	4000000.00
2	03 Travel Expense	25000.00
3	05 Office Expense	50000.00
4	06 Medical Reimbursement	0.00
5	31 Machinery & Equipment's (Tool Kit)	10000.00
6	33Material & Supplies	20000.00
7	65 Remuneration to Outsources employees	250000.00
8	07 Rent Rate and Tax	200000.00

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

Section 4 (1) (b) (xv)

The particulars of faculties available to citizen 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 public information officers:

Sr. No	Name	Designation	Phone no.	E-mail
1	Sh. Rahul Rathore	Principal		itibhanjraru@gmail.com

Section 4 (1) (b) (xvii)

Other information prescribed:

Besides this, information related to Govt. ITI can be viewed on the officials website of the Institute.

1. Suo-Motu Disclosure of more items under section – 4 of RTI Act, 2005.
 - 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.Citizen charter
 - 1.7.Discretionary and Non-Discretionary Grants
 - 1.8.Tours of Head of office Delegations.