

## **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.govtitchamba.edu.in](http://www.govtitchamba.edu.in)

### **1.2 Public Private Partnerships**

Govt. ITI Chamba 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 /DTE 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**

No CAG & PAC Para

### **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.

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

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

#### The particular so fits organization, functions and duties:-

Name of organization	Govt. ITI Chamba
Establishment and Address	1964 Govt. ITI Chamba, Near Bhuri Singh Power House Chamba, Tehsil & Distt. Chamba HP-176310 E-mail:- <a href="mailto:principalitichamba@gmail.com">principalitichamba@gmail.com</a>
Contact No.	01899222285
WebSite	<a href="http://www.govtitichamba.edu.in">www.govtitichamba.edu.in</a>
Code allotted by the DGT	GR0000098

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Chamba	Implementing all the decision in respect of admission, training, placement, OJT procurement, establishment & budget etc. related to ITI Chamba	<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 Group Instructors 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></ol>

			<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:-**

<b>Name</b>	<b>ER. Bipen Sharma</b>
<b>Designation</b>	<b>Principal</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 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.

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| 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. |

<b>Name</b>	<b>Sh. Jugal Kishore</b>
<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>  <b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. Maintenance of attendance register, progress cards, raw-material register, tool an 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>	<p>Superintendent Grade-II supervises work of the Ministerial staff posted in the institute and submit their cases to the Principal. He also performs the duties assigned by the head of the institute.</p>

<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
Duties	<p>(1) Sh. Amit Kumar, JOA (IT) performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of Store,</p> <p>(ii) To deal with seat of Accounts,</p> <p>(2) Sh. Kamal Kumar, DEO (on outsource basis) performs the duties assigned by the head of the institute i.e.,(i) To Deal with seat of Training Store etc.</p> <p>(3) Sh. Vijay Kumar, DEO (on outsource basis) the duties assigned by the head of the institute i.e., (i) To deal with seat of Diary &amp; Dispatch and Apprenticeship etc.</p>

### **Section 44(1)(b)(iii)**

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNT ABILITY:**

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 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 CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :**

<b>Sl.No.</b>	<b>Categoryofthedocument</b>	<b>Procedure to obtain thedocuments</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	BankPassBooks	The Documents can be obtained from concerned official In-charges
2	ServiceBook	
3	Personalfiles	
4	Diaryand Dispatch Registers	
5	BillRegister	
6	BookofDrawlregister	
7	DCR	
8	Cash-Books	
9	Admissionregisters	
10	DemandBook	
11	PlacementRecord	
12	TraineesResult	
13	Vehiclelogbook( where vehicle is available	
14	Dutyattendance	
15	RTI Register	The Documents can be obtained from concerned official In-charges
16	VidhanSabha Question Register	
17	Filesrelatedto budget,correspondence	
18	Files&documentsrelatedtobuilding, Academic,Examination DET	
19	FilesrelatedtoProcurement/Tender/Stock Register such as permanent stock register, raw material register, sub-stock register, indent book, work order, store return book	
20	FilesrelatedtoGoverningBodyMeeting.	
21	Filesrelated 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.	Officials of ITI Chamba (IMC)	Act As
1	Sh. Mohinder Singh	Chairman
2	Sh. Bipen Sharma Principal	Member Secretary
3	Sh. Yoginder Sharma M/s Svino Furnishers	Member
4	Sh. Aakash M/s Baba Balak Nath Steel Furniture	Member
5	Sh. Rajesh Vaid Novelty Corner	Member
6	Sh. Hem Chand M/s Chandra Furniture House	Member
7	The Distt. Employment Officer	Member
8	Representative of State Directorate HP Sundernagar	Member
9	Principal Govt. Millennium Polytechnic Chamba	Member
10	Group Instructor Govt. ITI Chamba	Member
11	Student Representative Govt. ITI Chamba	Member

#### 2. Hostel Management Committee

Sr. No.	Officials of ITI Chamba	Act As
1.	Sh. Bipen Sharma Principal	Chairman /Head
2.	Sh. Jugal Kishore G.I.	Sr. Member
3.	Sh. Manoj Kumar Hostel Supdt.	Member
4.	Sh. Ashok Kumar Sr. Assistant	Member

#### 3. Anti-ragging Committee.

Sr. No.	Officials of ITI Chamba	Act As
1.	Sh. Jugal Kishore G.I.	Chairman
2.	Sh. Abhilash Chand Instructor	Member
3.	Sh. Dinesh Kumar Instructor	Member
4.	Smt. Priyanka Devi Instructor	Member
5.	Sh. Manoj Kumar Hostel Supdt.	Member
6.	Sh. Kamal Kumar DEO	Member

#### 4. Quarters Allotment Committee.

Sr. No.	Officials and Designation	Act As
1	Sh. Jugal Kishore G.I.	Chairman
2	Sh. Dinesh Kumar Instructor Draughtsman	Member
3	Sh. Suresh Kumar Peon	Member

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

Sr. No.	Officials and Designation	Act As
1	Smt. Beena Devi, HCM	Chairperson
2	Sh. Ashok Kumar Sr. Assistant	Member



3	Smt. Priyanka Devi Instructor Eltx. Mechanic	Member
4	Smt. Sushma Kumari Trainer SSA (English)	Member

**6. Student Welfare Fund Committee.**

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation</b>
1	Sh. Jugal Kishore	Group Instructor
2	Smt. Sanju Kumari	Sr. Assistant
3	Sh. Ashok Kumar	Sr. Assistant
4	Sh. Abhilash Chand	Instructor Mechanic Electronics
5	Class representative from each trade	

**7. Purchase committee of the institute.**

<b>Sr. No.</b>	<b>Officials of ITI Chamba</b>	<b>Act As</b>
1	Group Instructor	Purchase officer
2	Sr. Assistant/Store keeper	Member
3	Sr. faculty /concerning trade Instructor	Member

11. **Physical Verification committee.**

<b>Sr. No.</b>	<b>Employee &amp; designation</b>	<b>Act As</b>
1	Group Instructor	Member secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

12. **Electrol Literacy Club (ELC)**

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation / Trade name</b>	<b>Duty Assign</b>
1	Sh. Bipen Sharma	Principal	Nodal Officer
2	Sh. Jugal Kishore	Group Instructor	Member
3	Sh. Hitender Singh	Instructor /BLO	Member
4	All Trade Instructor		Convenor

13. **Admission Committee.**

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation</b>
1	Sh. Jugal Kishore	Group Instructor
2	Sh. Ved Prakash Mahajan	Instructor Maths
3	Sh. Krishan Chand	Instructor Surveyor
4	Sh. Hitender Singh	Instructor Drg./Maths
5	Sh. Manoj Kumar	Hostel Supdt. Cum PTI
6	Sh. Rajeev Kumar Trainer	Trainer (Skill Employability)
7	Sh. Kamal Kumar	EDO
8.	Smt. Sushma Kumar	Trainer SSA(English)
9.	Sh. Vijay Kumar	DEO
10	Sh. Babloo	Apprentice

## 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. Bipen Sharma	Principal	01899222285	principalitichamba@gmail.com
2	Sh. Jugal Kishore	Group Instructor	-----Do-----	
3	Smt. Anita Devi	Group Instructor	-----Do-----	
4	Smt. Sanju Kumari	Sr. Assistant	-----Do-----	
5	Sh. Ashok Kumar	Sr. Assistant	-----Do-----	
6	Sh. Abhilash Chand	Instructor Electronics Mech.	-----Do-----	
7	Sh. Dinesh Kumar	Instructor Draftsman	-----Do-----	
8	Sh. Ved Parkash Mahajan	Instructor Math	-----Do-----	
9	Sh. Hitender Singh	Instructor Math/Drawing	-----Do-----	
10	Sh. Keemat Ram	Instructor Welder	-----Do-----	
11	Smt. Priyanka Devi	Instructor Electronics Mech.	-----Do-----	
12	Sh. Krishan Chand	Instructor surveyor	-----Do-----	
13	Sh. Onkar Singh	Instructor Electrical	-----Do-----	
14	Sh. Mukesh Kumar	Instructor Wireman	-----Do-----	
15	Sh. Manoj Kumar	Hostel Supdt	-----Do-----	
16	Sh. Amit Kumar	JOA (IT)	-----Do-----	
17	Sh. Mohinder Singh	workshop attendant	-----Do-----	
18	Sh. Parveen Kumar	workshop attendant	-----Do-----	
19	Sh. Jaram Singh	workshop attendant	-----Do-----	
20	Sh. Suresh Kumar	Peon	-----Do-----	
21	Sh. Hukminder Singh	Peon-cum-Chowkidar	-----Do-----	
22	Kumari Reeta	Sweeper	-----Do-----	
23	Smt. Sushma Devi	Instructor Steno (English) (SWF)	-----Do-----	
24	Sh. Kamar Kishor	Instructor MMV (IMC)	-----Do-----	
25	Sh. Rajeev Kumar	Trainer Employability Skill Outsource	-----Do-----	
26	Sh. Kamal Kumar	DEO Outsource	-----Do-----	
27	Sh. Vijay Kumar	DEO Outsource	-----Do-----	
28	Sh. Surinder Singh	Peon Outsource	-----Do-----	
29	Sh. Naresh Kumar	Chowkidar Outsource	-----Do-----	
30	Sh. Vipen Kumar	Sweeping Services Outsource	-----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:**

<b>Sr.No.</b>	<b>Name Officer/Official</b>	<b>Designation</b>	<b>Pay Scale(As per HP Civil Services Revised pay Rules 2022)</b>
1	Sh. Bipen Sharma	Principal	Level-16
2	Sh. Jugal Kishore	Group Instructor	Level-12
3	Smt. Anita Devi	Group Instructor	Level-12
4	Smt. Sanju Kumari	Sr. Assistant	Level-11
5	Sh. Ashok Kumar	Sr. Assistant	Level-11
6	Sh. Abhilash Chand	Instructor Electronics Mech.	Level-11
7	Sh. Dinesh Kumar	Instructor Draftsman	Level-11
8	Sh. Ved Parkash Mahajan	Instructor Math	Level-11
9	Sh. Hitender Singh	Instructor Math/Drawing	Level-11
10	Sh. Keemat Ram	Instructor Welder	Level-11
11	Smt. Priyanka Devi	Instructor Electronics Mech.	Level-11
12	Sh. Krishan Chand	Instructor surveyor	Level-11
13	Sh. Onkar Singh	Instructor Electrical	Level-11
14	Sh. Mukesh Kumar	Instructor Wireman	Level-11
15	Sh. Manoj Kumar	Hostel Supdt	
16	Sh. Amit Kumar	JOA (IT)	Level-04
17	Sh. Mohinder Singh	workshop attendant	Level-01
18	Sh. Parveen Kumar	workshop attendant	Level-01
19	Sh. Jaram Singh	workshop attendant	Level-01
20	Sh. Suresh Kumar	Peon	Level-01
21	Sh. Hukminder Singh	Peon-cum-Chowkidar	Level-01
22	Kumari Reeta	Sweeper	Level-01

## **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**

<b>Sr.No.</b>	<b>ObjectCodeDescription</b>	<b>Amountallocated</b>
1	01Salaries& DA	1,50,00,000
2	02Wages	0
3	04Travel Expense	65,159
4	05 Office Expense	4,20,000
5	06 Medical Reimbursement	14353
6	31 Machinery & Equipment's	0
7	33 Material &Supplies	1,10,000
8	64 TTA	6240
9	99 Honorarium	1,58100
10	06 Medical Reimbursement (2235)	1,30,411

### **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.govtitechamba.edu.in](http://www.govtitechamba.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: -**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>PhoneNo.</b>	<b>E-Mail</b>
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Bipen Sharma, Principal	Public Information Officer	01899-222285	principalitichamba@gmail.com

### **Section 4(1)(b)(xvii)**

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

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

# Organization Chart of Govt. ITI Chamba H.P.

