

# 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. I.T.I. (Women) Nalagarh
Establishment and Address	1986, Govt. ITI Nalagarh, Distt. Solan, HP-174101 E-mail:- <a href="mailto:pplitiwnalagarh@gmail.com">pplitiwnalagarh@gmail.com</a>
Contact No.	01795-220021
Website	<a href="https://itiwomennalagarh.edu.in">https://itiwomennalagarh.edu.in</a>
Code allotted by the DGT	GR02000033

S.N.	Section	Function	Duties
1	Office of the Principal Govt. ITI (Women) Nalagarh	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Nalagarh.	<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/Head Crafts Mistress 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, DGT, and other authorized bodies are provided.</li></ol>

S.N.	Section	Function	Duties
2	Sewing Technology Trade	To impart knowledge & skill to the trainees of Sewing Technology Trade	Teaching, conducting examination, conducting evaluation, seminars.
3	Surface Ornamentation Techniques (Embroidery) Trade	To impart knowledge & skill to the trainees of Surface Ornamentation Techniques (Embroidery) Trade	Teaching, conducting examination, conducting evaluation, seminars
4	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	---do---
5	Fitter trade	To impart knowledge & skill to the trainees of Fitter trade.	---do---
6	Workshop	Imparting Skill training to trainees	Workshop
7	IT Lab	To teach related to Computer.	IT Lab
8	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>Designation</b>	<b>Principal</b>
<b>Powers</b>	<ol style="list-style-type: none"> <li>1. To administer the Institution.</li> <li>2. To take decisions in Administrative, Academic &amp; Financial matters.</li> </ol>
<b>Duties</b>	<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>

<b>Name</b>	
<b>Designation</b>	Group Instructor/Head Crafts Mistress
<b>Duties</b>	<b>Group Instructor/Head Crafts Mistress ITI is responsible for the following:</b> <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>	Instructor
<b>Duties</b>	<b>The Instructor will be responsible for:</b> <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 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>	Post not available
<b>Designation</b>	<b>Junior Office Assistant/Clerk</b>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Sh. Uday Singh, Clerk performs the duties assigned by the head of the institute i.e. <ol style="list-style-type: none"> <li>i) To deal with seat of Establishment (Govt. &amp; IMC/PPP Mode).</li> <li>ii) To deal with seat of Accounts (Govt. &amp; IMC/PPP Mode).</li> <li>iii) To deal with seat of Student Welfare Fund.</li> <li>iv) To deal with the seat of Cashier (Govt. &amp; IMC/PPP Mode).</li> </ol> </li> </ol>

### **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 IT OR UNDER ITS CONTROL:**

<b>S.No.</b>	<b>Category of the document</b>	<b>Procedure to obtain the document</b>
<b>1</b>	<b>2</b>	<b>3</b>
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 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	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:

S.No.	Name with address	Designation
1	Sh. Vijay Aggerwal, Managing Director, M/s Him Teknoforge Ltd., Manpura, Tehsil Baddi, Distt. Solan (HP)-174101	Chairman
2	Principal, Govt. Industrial Training Institute (Women) Nalagarh, Distt. Solan (H.P.)-174101	Member Secretary
3	Sh. Shyam Lal S/o Late Sh. Hari Dass R/o VPO Gurumajra, Tehsil Baddi, Distt. Solan (HP)-174101	Member
4	Sh. Ram Lal S/o Sh. Asa Ram R/o VPO Lodhimajra, Tehsil Baddi, Distt. Solan (HP)-174101	Member
5	Sh. Kalu Mohd. S/o Fazal Deen R/o Vill. Bersan, PO Lodhimajra, Tehsil Baddi, Distt. Solan (HP)-174101	Member
6	Sh. Talwinder Singh S/o Amarjeet Singh R/o Vill. Kishanpura, PO Gurumajra, Tehsil Baddi, Distt. Solan (HP)-174101	Member
7	Ex-Officio Distt. Employment Officer, Distt. Employment Office, Solan Distt Solan (HP)-173212	Member
8	Representative of State Directorate Officer dealing with Vocational & Industrial Training HP-175018	Member
9	Sr. Academician Ex-Officio, Principal, Govt. Sen. Sec. School (Boys) Nalagarh District Solan (HP)-174101	Member
10	Ex-officio, Group Instructor/HCM/Senior Instructor, Govt. Industrial Training Institute (Women) Nalagarh, Distt. Solan (HP)-174101	Member
11	Ex-officio, Representative of the Students of Student (Payment Seat), Govt. Industrial Training Institute (Women) Nalagarh, District Solan (HP)-174101	Member

#### 2. Hostel Management Committee: Not Applicable

#### 3. Discipline & Anti Ragging Committee:

S.No.	Official of Govt. ITI (Women) Nalagarh	Act as
1	Smt. Sharda Devi, Head Crafts Mistress	In-charge
2	Smt. Chanderkanta, Instructor	Member
3	Sh. Dinesh Kumar, Instructor	Member

#### 4. Quarters Allotment Committee: Not Applicable

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

S.No.	Official of Govt. ITI (Women) Nalagarh	Act as
1	Smt. Sharda Devi, Head Crafts Mistress	In-charge
2	Smt. Chanderkanta, Instructor	Member
3	Sh. Dinesh Kumar, Instructor	Member
4	Sh. Parveen Kumar, Peon	Member

6. **Student Welfare Fund Committee:**

S.No.	Name of the committee Member	Act as
1	Sh. Ajesh Kumar, Principal	Chairperson
2	Smt. Sharda Devi, Head Crafts Mistress	Member
3	Smt. Chanderkanta, Instructor	Member
4	Smt. Saroj Kumari, Instructor	Member
5	Two class representative of each trade	Member

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

S.No.	Name with address	Designation
1	Head Crafts Mistress	Purchase officer
2	Requisitioned official/Instructor	Member-1
3	Sr. Official/Sr. Instructor with Technical Knowledge	Member-2
4	Store Keeper	Member-3

8. **Physical Verification committee:**

S.No.	Employee & designation	Designation
1	Head Crafts Mistress	Member secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

9. **Eco Literacy Club (ELC):**

S.No.	Name of Committee members	Designation & Trade name	Duty Assign
1	Smt. Saroj Kumari	Instructor Sewing Technology	Nodal Officer

10. **Admission Committee:**

S.No.	Name of Committee members	Designation
1	Smt. Sharda Devi	Head Crafts Mistress, Chairperson
2	Smt. Chanderkanta	Instructor, (Member)
3	Smt. Saroj Kumari	Instructor, (Member)
4	Sh. Dinesh Kumar	Instructor, (Member)
5	Sh. Uday Singh	Clerk, (Member)
6	Smt. Kaushlya Kumari	Data Entry Operator, (Member)
7	Sh. Parveen Kumar	Peon, (Member)

11. **Grievance Redressal Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Sharda Devi, Head Crafts Mistress	Chairperson
2	Smt. Chanderkanta, Instructor	Member
3	Sh. Dinesh Kumar, Instructor	Member
4	Sh. Parveen Kumar, Peon	Member

**12. Campus, Cleaning, Beautification & General Plumbing related to sanitary committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Saroj Kumari, Instructor	In-charge
2	Sh. Dinesh Kumar, Instructor	Member

**13. Drinking Water Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Saroj Kumari, Instructor	In-charge
2	Sh. Dinesh Kumar, Instructor	Member
3	Sh. Praveen Kumar, Peon	Member

**14. Mechanical Fixing & Maintenance:**

S.No.	Name & Designation of official	Act As
1	Sh. Dinesh Kumar, Instructor	Nodal Officer

**15. Welding Maintenance:**

S.No.	Name & Designation of official	Act As
1	Sh. Dinesh Kumar, Instructor	Nodal Officer

**16. Civil Work & Maintenance Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Chanderkanta, Instructor	In-charge
2	Sh. Dinesh Kumar, Instructor	Member

**17. Electrical Repair Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Chanderkanta, Instructor	In-charge
2	Sh. Parveen Kumar, Peon	Member

**18. CCTV Cameras & Networking Management, Internet Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Chanderkanta, Instructor	In-charge
2	Sh. Parveen Kumar, Peon	Member

**19. Display Boards, signing & notice board Management committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Sharda Devi, Head Crafts Mistress	In-charge
2	Smt. Kaushalya Kumari, Data Entry Operator	Member
3	Sh. Parveen Kumar, Peon	Member

**20. Fire Maintenance & Drill Committee:**

S.No.	Name & Designation of Committee members	Act As
1	Smt. Chanderkanta, Instructor	In-charge
2	Sh. Parveen Kumar, Peon	Member

**21. Placement, OJT, DST & other industry linkage:**

S.No.	Name & Designation of Committee members	Act As
1	Sh. Dinesh Kumar, Instructor	Nodal Officer

**22. Apprenticeship & PMVK Scheme:**

S.No.	Name & Designation of official	Act As
1	Smt. Sharda Devi, Head Crafts Mistress	Nodal Officer

**23. Scholarship:**

S.No.	Name & Designation of official	Act As
1	Smt. Saroj Kumari, Instructor	Nodal Officer

**24. Production Centre & Kaushal Aapke Dwar :**

S.No.	Name & Designation of official	Act As
1	Smt. Saroj Kumari, Instructor	In-charge

**25. Himachal Pradesh Kaushal Vibhag Nigam (HPKVN) Scheme**

S.No.	Name & Designation of official	Act As
1	Smt. Chanderkanta, Instructor	Nodal Officer

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

S.No.	Name of staff member	Designation	Office Phone No.	E-mail ID
1	2	3	4	5
1	Er. Joginder Sharma	Principal	01795-220021	pplitiwnalagarh@gmail.com
2	Smt. Sharda Devi	Head Crafts Mistress	---do---	---do---
3	Smt. Chnaderkanta	Instructor Math	---do---	---do---
4	Smt. Saroj Kumari	Instructor Sewing Technology	---do---	---do---
5	Sh. Dinesh Kumar	Instructor Fitter	---do---	---do---
6	Sh. Uday Singh	Clerk	---do---	---do---
7	Smt. Kaushalya Kumari	Data Entry Operator (outsourced)	---do---	---do---
8	Sh. Parveen Kumar	Peon	---do---	---do---
9	Smt. Babita	Sweeper	---do---	---do---
10	Sh. Pyara Lal	Sweeper (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:**

S.No.	Name of the officer/official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Er. Joginder Sharma	Principal	Level-16
2	Smt. Sharda Devi	Head Crafts Mistress	Level-14
3	Smt. Chanderkanta	Instructor Math	Level-11
4	Smt. Saroj Kumari	Instructor Sewing Technology	Level-11
5	Sh. Dinesh Kumar	Instructor Fitter	Level-11
6	Sh. Uday Singh	Clerk	Level-3
7	Sh. Parveen Kumar	Peon	Level-1
8	Smt. Babita	Sweeper	Level-1



### **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>S.No.</b>	<b>Object code description</b>	<b>Amount allocated</b>
1	01-Salary & DA	4621202.00
2	02-Wages	46900.00
3	03-Travel Expanses	10314.00
4	05-Office Expenditure	108009.00
5	06-Medical Reimbursement	17982.00
6	33-Material Supply	20000.00

### **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 <https://itiwomennalagarh.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 READINGROOM, 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>Phone No.</b>	<b>E-mail Id</b>
1	Smt. Samritika	First Appellate Authority	01907-266572	Techedu-hp@nic.in
2	Er. Joginder Sharma, Principal	Public Information Officer	01795-220021	pplitiwnalagarh@gmail.com

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

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

Besides this, information related to Govt. ITI (Women) Nalagarh can be viewed on the official website of the institute.