

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. ITI Baijnath
Establishment and Address	2012, Govt. ITI Baijnath, V.P.O. Baijnath, Tehsil Baijnath, Distt. Kangra, HP-176125 E-mail:- pplitibaijnath@gmail.com
Contact No.	01894-292399
Website	www.govtitibaijnath.in
Code allotted by the DGT	<u>GU02000124</u>

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Baijnath	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to Govt. ITI Baijnath.	<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.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, DGT, and other authorized bodies are provided.
2	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Plumber trade	No running trade	No Running Trade
4	Fashion Design & Technology trade	No running trade	No Running Trade
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&DUTIESOF OFFICERS AND EMPLOYEES:-

Name	Smt. Rita Kumari
Designation	Principal
Powers	1.To administer the Institution 2.To take decisions in Administrative, Academic & Financial matters.
Duties	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. 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.

Name	Smt. Saviat Devi
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Designation	Group Instructor
Duties	<p>Group Instructor ITI is responsible for the following:</p> <ol style="list-style-type: none"> 1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections. 2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards. 3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time. 4. Safety precautions are observed in the workshop. 5. Sections function strictly according to the time schedule laid down and proper discipline maintained.

Designation	Instructor
Duties	<p>Instructor The Instructors will be responsible for</p> <ol style="list-style-type: none"> 1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises. 2. Maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions. 3. Checking and correcting of theory notes, practical work and journals of trainees. 4. Preparing charts, drawing and other visual aid material for the section. 5. Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily. 6. Requisitioning of tools and raw materials required for the section. 7. Ensuring close relationship with the trainees. 8. Attending to leave application of trainees.

Designation	Junior Office Assistant/ Clerk
Duties	(1) Sh. Kuldip Chand, Clerk performs the duties assigned by the head of the institute i.e.,(i) To Deal with seat of Govt. Account & SWF Cash. (2) Sangita Kumari, DEO performs the duties assigned by the head of the institute i.e. To deal with seat of Establishment and IMC Establishment.

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/TOR UNDER ITS CONTROL:

Sl.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 Dispatch Registers	
5	Bill Register	
6	Book of Drawl register	
7	Cash-Books	
8	Admission registers	
9	Demand Book	
10	Placement Record	
11	Trainees Result	
12	Vehicle logbook(where vehicle is available	
13	Duty attendance	The Documents can be obtained from concerned officer In-charges.
14	RTI Register	
15	Vidhan Sabha Question Register	
16	Files related to budget, correspondence	
17	Files & documents related to building, Academic, Examination DET	
18	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	
19	Files related to Governing Body Meeting.	
20	Files related to trainees counseling.	

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	Designation with address	Designation (Nominated as)
1	Sh. Raj Kumar Kaura, Proprietor, Four Star Steel Industries, Paprola V.P.O Paprola, Tehsil- Baijnath Distt. Kangra.	Chairman
2	The Principal, Govt. ITI Baijnath, Distt. Kangra (H.P)176125	Member Secretary
Members Nominated by Industry Partner		
1.	Sh. Amit Kumar, Proprietor, Amit Furniture House, Baijnath, V.P.O & Tehsil- Baijnath Distt. Kangra	Member
2.	Sh. Ramesh Kumar (Govt. Contractor) V.P.O Baijnath Tehsil Baijnath Distt. Kangra	Member
3.	Sh. Kamljeet Kumar (Govt. Contractor) V.P.O Tara Puri Market, Tehsil - Baijnath Distt. Kangra	Member
4.	Sh. Rajesh Kumar, Proprietor, V.P.O Ghartholi Baijnath, Tehsil- Baijnath, Distt. Kangra.	Member
Members Nominated by the State Govt		
1.	The District Employment Officer, Kangra at Dharamshala, District Kangra (H.P)	Member
2.	Representative of State Directorate (Officer dealing with Vocational & Industrial Training) Sundernagar, Himachal Pradesh	Member
3.	Principal Govt. Senior Secondary School Baijnath, Distt. Kangra (H.P)-176125	Member
4.	Group Instructor, Govt. ITI Baijnath, Distt. Kangra (H.P)-176125	Member
5.	Student Representative (Payment Seat), Govt. ITI Baijnath, Distt. Kangra (H.P)	Member

2. Hostel Management Committee.

Not Applicable

3. Anti-ragging Committee

Sr. No.	Officials of Govt. ITI Baijnath	Act As
1	Smt. Saviat Devi, Group Instructor	Convener

2	Sh. Rajinder Kumar, Instructor Fitter	Member
3	Sh. Rakesh Kumar, Instructor Fitter	Member
4	Sh. Karan Singh, Instructor Employability Skills	Member

4. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Smt. Savita Devi (Group Instructor)	Chairman
2	Smt. Sonia Sharma (InstructorCosmetology.)	Member Secretary
3	Smt. Priyanka Singh, Instructor Electrician	Member
4	Sangita, Clerk	Member
5	Sh. Ashwani Instructor Engg. Drawing	Member

5. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Savita Devi	Group Instructor
2	Sh. Rajinder Kumar	Instructor Fitter
3	Sh. Kuldeep Chand	Clerk
4	Sh. Sangita	DEO
5	Sh. Ravi	Peon

6. Purchase committee of the institute.

Sr. No.	Officials of Govt. ITI Dharamshala	Act As
1	Group Instructor	Purchase officer
2	Senior Instructor	Member-1
3	Instructor	Member-2
4	Trade Expert	Member-3
5	Store keeper	Member-4

7. 11. Anti-ragging Committee

Sr. No.	Officials of Govt. ITI Baijnath	Act As
1	Smt. Saviat Devi, Group Instructor	Convener
2	Sh. Rajinder Kumar, Instructor Fitter	Member
3	Sh. Rakesh Kumar, Instructor Fitter	Member
4	Sh. Karan Singh, Instructor Employability Skills	Member

8. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Smt. Savita Devi (Group Instructor)	Chairman
2	Smt. Sonia Sharma (InstructorCosmetology.)	Member Secretary
3	Smt. Priyanka Singh, Instructor Electrician	Member
4	Sangita, Clerk	Member
5	Sh. Ashwani Instructor Engg. Drawing	Member

9. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Savita Devi	Group Instructor
2	Sh. Rajinder Kumar	Instructor Fitter
3	Sh. Kuldeep Chand	Clerk
4	Sh. Sangita	DEO
5	Sh. Ravi	Peon

10. Purchase committee of the institute.

Sr. No.	Officials of Govt. ITI Dharamshala	Act As
1	Group Instructor	Purchase officer
2	Senior Instructor	Member-1
3	Instructor	Member-2
4	Trade Expert	Member-3
5	Store keeper	Member-4

11. Physical Verification committee.

Sr. No.	Employee & designation	Duty Assigned	Trades
1	Smt. Savita Devi, G.I.	Physical verification of all Trades	Cosmetology (I&II) Welder (I&II) MMV (I&ii)Fitter(I&II) Electrician (I&ii) Library
2	Sh. Kuldip Chand	Physical verification of Office/Ministerial Staff	Office Ministerial Staff
3	Sh. Rajinder Kumar, Instructor Fitter	Physical verification of Engg. Trades	Welder (I&II) MMV (I&ii)Fitter(I&II) Electrician (I&ii)
4	Sh. Ashwani, Instructor Engg Drawing	Physical verification of Engg. Trades	Welder (I&II) MMV (I&ii)Fitter(I&II) Electrician (I&ii)

12. Red Ribbon Club (RRB)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Smt. Savita Devi	G.I.	Nodal Officer
2	Sh. Arun Kumar	Trainer Math	Member
3	Smt. Sonia Sharma	Instructor Cosmetology	Member
4	Sh. Ashwani	Instructor Engg Drawing	Member
5	Sh. Bihari Lal	Tainer MMV	Member

13. Admission Committee.

Sr. No.	Name of Officer/Official/Committees	Designation	Name of Work
1	Smt. Savita Devi	G.I.	Selection
2	Sh. Rajender Kumar	Instructor Fitter	Committee/Verification/Certificate

3	Sh. Rajesh Kumar	Instructor Welder	/Documents with original Certificate
4	Sh.Rakesh Kumar	Instructor Fitter	
5	Smt. Kuldeep Chand (Subsidized Seat)	Cleark	Fees Collection (Cashier)
6	Smt. Sangeeta (Non-Subsidized Seat)	Cleark.	
7	Sh. Ashwani	Instructor Engg Drawing	Documents Collection /Seat Lock on online Portal
8	Sh.Karan Singh	Instructor Emp. Skills.	

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	5
1	Smt.Rita Kumari	Principal	01894292399	pplitibajjnath@gmail.com
2	Smt. Savita Devi	G.I.	-do-	-do-
3	Sh. Rajender Kumar	Instructor Fitter		
4	Sh. Rajesh Kumar	Instructor Welder	-do-	-do-
5	Sh.Rakesh Kumar	Instructor Fitter	-do-	-do-
6	Sh. Ashwani	Instructor Engg Drawing	-do-	-do-
7	Sh.Karan Singh	Instructor Emp. Skills.	-do-	-do-
8	Smt.Sonia Sharma	Instructor Cosmetology	-do-	-do-
9	Sh.Ajay Kumar	Instructor Electrician	-do-	-do-
10	Smt.Priyanka Kumari	Instructor Electrician	-do-	-do-
11	ShOmpal Dutt	Instructor MMV	-do-	-do-
12	Sh.Ashwani Kumar	Instructor MMV	-do-	-do-
13	Sh.Sandeep Kumar	Instructor Welder	-do-	-do-
14	Sh.Arun Kumar	Trainer Meth	-do-	-do-
15	Sh.Bihari Lal	Trainer MMV	-do-	-do-
16	Sh.Sahil Kumar	Trainer Electician	-do-	-do-
17	Smt. Kuldip Chand (Subsidized Seat)	Cleark	-do-	-do-
18	Smt. Sangeeta (Non-Subsidized Seat)	Cleark.	-do-	-do-
19	Sh.Pritam Chand	WSA	-do-	-do-
20	Sh.Vikram Singh	Watch Man	-do-	-do-
21	Sh.Ravi Kant	Chowkider	-do-	-do-
22	Sh.Ramesh Kumar	Sweeper	-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:

Sr.No.	Name Officer/Official	Designation	PayScale(AsperHP Civil Services Revised payRules 2022)
1	2	3	
1	Smt.Rita Kumari	Principal	Level-16
2	Smt. Savita Devi	G.I.	Level-12
3	Sh. Rajender Kumar	Instructor Fitter	Level-11
4	Sh. Rajesh Kumar	Instructor Welder	Level-11
5	Sh.Rakesh Kumar	Instructor Fitter	Level-11
6	Sh. Ashwani	Instructor Engg Drawing	Level-11
7	Sh.Karan Singh	Instructor Emp. Skills.	Level-11
8	Smt.Sonia Sharma	Instructor Cosmetology	Level-11
9	Sh.Ajay Kumar	Instructor Electrician	Level-11
10	Smt.Priyanka Kumari	Instructor Electrician	Level-11
11	ShOmpal Dutt	Instructor MMV	Level-11
12	Sh.Ashwani Kumar	Instructor MMV	Level-11
13	Sh.Sandeep Kumar	Instructor Welder	Level-11
14	Smt. Kuldip Chand (Subsidized Seat)	Clark	Level-03
15	Sh.Pritam Chand	WSA	Level-01
16	Sh.Vikram Singh	Watch Man	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

Major Head: 2230-03-003-05-SOON-NON PLAN

DEMAND-27

Sr.No.	Object Code Description	Amount allocated
1	01 Salaries & DA	10518796
2	02 Wages	143175
3	03 Travel Expense	61296
4	05 Office Expense	150000
5	06 Medical Reimbursement	64413
	30 Motor Vehicle	18750
6	31 Machinery & Equipment's	50000
7	33 Material & Supplies	70000
8	65 Remuneration to Outsourced employees (Plan Scheme)	50000

Major Head: 2230-03-789-01-SOON-PLAN

DEMAND-32

Sr.No.	Object Code Description	Amount allocated
1	31- Machinery	20000
2	33 Material & Supplies	20000

Major Head: 2235-60-800-11-SOON-NONPLAN

DEMAND-19

Sr.No.	Object Code Description	Amount allocated
1	06 Medical Reimbursement	79516

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 ORHELDBYIT, REDUCED IN AN ELECTRONIC FORM:-

All the relevant details including the procurement, tender and student matter are made available on the website www.govtibtibajfnath.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: -

S.No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Smt.Rita Kumari, Principal	Public Information Officer	01894-292399	pplitibtibajfnath@gmail.com