

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.itinainadeviji.edu.in

1.2 Public Private Partnerships

Govt. ITI Shri Naina Devi Ji is 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 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

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, 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 particulars of its organization, functions and duties:-

Name of organization	Govt. ITI Shri Naina Devi Ji
Establishment and Address	2013, Govt. ITI Shri Naina Devi Ji, Distt. Bilaspur, HP-175038 E-mail:- itinainadeviji@gmail.com
Contact No.	01978-288001
Web Site	www.itinainadeviji.edu.in
Code allotted by the DGT	GU02000271

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Shri Naina Devi Ji	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Shri Naina Devi Ji.	<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.

			<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	Fitter trade	To impart knowledge & skill to the trainees of Fitter trade.	Teaching, conducting examination, conducting evaluation, seminars.
4	Workshop	Imparting Skill training to trainees	Workshop
5	IT Lab	To teach related to Computer	IT Lab
6	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:-

Name	Vacant Post
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. Proper follow-up is maintained of the passed out trainees.
	10. Proper security arrangements are maintained and safety precautions observed.
	11. Trainees get the proper medical aid and welfare arrangements are available.
	12. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.

Name	Sh. Ramesh Chand
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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. 6. Store in-charge, Training in- charge (CTS) 7. In-charge of training and placement. 8. There is close relationship between the trainees and the instructional staff.

Designation	Instructor
Duties	Instructor The Instructors will be responsible for <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	Senior Assistant (Vacant Post)
Duties	<ol style="list-style-type: none"> (i) To deal with seat of Establishment, (ii) To deal with seat of Accounts, (iii) To manage/deal with seat of Cash etc. (iv) To Deal with seat of Training and Store etc (v) To deal with seat of Diary & Dispatch etc

Designation	Junior Office Assistant/ Clerk
Duties	<p>(1) Sh. Jeevan Kumar Singh, JOA(IT) performs the duties assigned by the head of the institute i.e.</p> <p>(v) To deal with seat of Establishment,</p> <p>(vi) To deal with seat of Accounts,</p> <p>(vii) To manage/deal with seat of Cash etc.</p> <p>(viii) To Deal with seat of Training and Store etc</p> <p>(ix) To deal with seat of Diary & Dispatch etc</p>

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 :

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	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. Not Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Shri Naina Devi Ji	Act As
1	Sh. Ramesh Kumar Sharma, Inst. Math & Drawing	Nodal officer
2	Sh. Kamal Kishor Inst. Fitter	Member
3	Sh. Santosh Kumar Inst. Electrician	Member
4	Sh. Jeevan Kumar Singh, JOA (IT)	Member

4. Quarters Allotment Committee. Not Applicable, since no quarter available.
5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Sh. Ramesh Chand (Group Instructor)	Nodal officer
2	Sh. Kamal Kishor (Instructor Fitter)	Member
3	Sh. Santosh Kumar (Instructor Electrician)	Member
4	Smt. Kanta Devi (Workshop Attendant)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ramesh Chand (Group Instructor)	Chairman
2	Sh. Kamal Kishor	Inst. Fitter (Member Secretary)
3	Sh. Santosh Kumar	Inst. Electrician (Member)
4	Sh. Rajneesh Kumar Sharma	Inst. Electrician (Member)
5	Sh. Jeevan Kumar Singh	JOA (IT) (Member)
6	Sh. Iqbal Muhammed	DEO (Member)
7	Class representative from each trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Shri Naina Devi Ji	Act As
1	Group Instructor	Purchase officer
2	Requisitioned official/Inst.	Member-1
3	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-2
4	Store keeper	Member-3

11. Physical Verification committee.

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

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Ramesh Kumar Sharma	Inst. Math & Drawing	Nodal Officer
2	Sh. Kamal Kishor	Inst. Fitter (Member Secretary)	Member
3	Sh. Santosh Kumar	Inst. Electrician (Member)	Member
4	Sh. Rajneesh Kumar Sharma	Inst. Electrician (Member)	Member
5	Sh. Jeevan Kumar Singh	JOA (IT) (Member)	Convenor
6	Sh. Iqbal Muhammed	DEO (Member)	Member
7	Mr. Akash Kumar Sharma	Trainee Electrician 2 nd Year	Member
8	Mr. Dikshant Verma	Trainee Electrician 2nd Year	Member
9	Mr. Ashish Thakur	Trainee Electrician 1st Year	Member
10	Mr. Kuldeep Singh	Trainee Electrician 1st Year	Member
11	Mr. Vishal Singh	Trainee Fitter 2nd Year	Member
12	Mr. Nitin	Trainee Fitter 2nd Year	Member
13	Mr. Jatin Sharma	Trainee Fitter 1st Year	Member
14	Mr. Monu	Trainee Fitter 1st Year	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ramesh Chand	Group Inst. (DDO) (Member Secretary)
	Sh. Ramesh Kumar Sharma	Inst. Math & Drawing (Member)
2	Sh. Kamal Kishor	Inst. Fitter (Member)
3	Sh. Santosh Kumar	Inst. Electrician (Member)
4	Sh. Rajneesh Kumar Sharma	Inst. Electrician (Member)
5	Sh. Jeevan Kumar Singh	JOA (IT) (Member)
6	Sh. Iqbal Muhammed	DEO (Member)
7	Smt. Kanta Devi	Workshop Attendant

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. Ramesh Chand	Group Instructor	01978-288001, 8544734022	itinamaddeviji@gmail.com
2	Sh. Ramesh Kr Sharma	Instr. (M&D)	9882255789	rameshpanditji9@gmail.com
3	Sh. Kamal Kishor	Instr.Fitter	7018634449	kamalkishor1973@gmail.com
4	Sh. Santosh Kumar	Instr. Elec	8219272706	santosh.kkumar93@gmail.com
5	Sh. Rajneesh Kr Sharma	Instr. Elec	8894205311	krajneesh2203@gmail.com
6	Sh. Jeevan Kr Singh	JOA (IT)	8629075429	jeevan429@gmail.com
7	Smt. Kanta Devi	Workshop Attendant	8219150718	kantabharwaj501@gmail.com
8	Smt. Nisha Devi	Chowkidar	9418973784	nishadeviii9898@gmail.com
9	Sh. Iqbal Muhammed	DEO (Outsource)	8219549686	lm327727@gmail.com
10	Sh. Hakam Singh	Sweeper (Outsource)	9736833050	hakamsingh3285@gmail.com

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	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Sh. Ramesh Chand	Group Instructor	Level-13, Cell
2	Sh. Ramesh Kr Sharma	Instr. (M&D)	Level-11
3	Sh. Kamal Kishor	Instr.Fitter	Level-11
4	Sh. Santosh Kumar	Instr. Elec	Level-11
5	Sh. Rajneesh Kr Sharma	Instr. Elec	Level-11
6	Sh. Jeevan Kr Singh	JOA (IT)	Level-04
7	Smt. Kanta Devi	Workshop Attendant	Level-01
8	Smt. Nisha Devi	Chowkidar	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

Sr. No.	Object Code Description	Amount allocated
1	01 Salaries & DA	60,00,000.00
2	04 Travel Expense	11,353.00
3	05 Office Expense	1,30,000.00
4	06 Medical Reimbursement	36,701.00
5	31 Machinery & Equipment's	15,000.00
6	33 Material & Supplies	80,000.00
7	65 Remuneration to Outsourced employees	96,952.00

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 www.itishrinainadeviji.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: -

S. No.	Name	Designation	Phone No.	E-Mail
1.	Sh. Ramesh Chand, Group Instructor	Public Information Officer	01978-288001	itinainadeviji@gmail.com

Section 4(1)(b)(xvii)
OTHER INFORMATION PRESCRIBED: -

Besides this, information related to Govt. ITI Shri Naina Devi Ji can be viewed on the official website of the institute.