

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.itidharamshala.ac.in

1.2 Public Private Partnerships

Govt. ITI Dharamshala is 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.



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Disclosure under Section4(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 Dharamshala
Establishment and Address	1984, Govt. ITI Dharamshala, V.P.O. Dari, Tehsil Dharamshala, Distt. Kangra, HP-176215 E-mail:- principal_itidharmshala@yahoo.com
ContactNo.	01892-223182
Website	www.itidharamshala.ac.in
Code allotted by the DGT	GR02000130

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



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			<p>maintain an extremely close supervision on the work of instructors and the progress of the classes.</p> <p>8. Proper discipline is maintained in the institute.</p> <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&DUTIESOFFICERSANDEMPLOYEES:-

Name	Sh. Rajesh Kumar Puri
Designation	Principal
Powers	<p>1.To administer the Institution</p> <p>2.To take decisions in Administrative, Academic & Financial matters.</p>
Duties	<p>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</p> <p>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</p> <p>3. Training Programmes are carried out according to schemes.</p> <p>4. Raw materials are purchased in time and duly supplied.</p> <p>5. Machine and equipment are properly maintained.</p> <p>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</p>




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	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. Neelam Rani
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
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Duties	<p>Instructor</p> <p>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.
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Designation	Superintendent Grade-II
Duties	Superintendent Grade-II supervises work of the Ministerial staff posted in the institute and submits their cases to the Principal. He also performs the duties assigned by the head of the institute.




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Designation	Senior Assistant/Junior Office Assistant/ Clerk
Duties	<p>(1) Sh. Onkar Chand, Senior Assistant performs the duties assigned by the head of the institute i.e. To deal with seat of Training and Training of PMVKY.</p> <p>(2) Smt. Priyanka Sharma, Clerk performs the duties assigned by the head of the institute i.e., To deal with seat of Govt. Account/Cash & SWF Cash.</p> <p>(3) Smt. Shiwangi, Clerk performs the duties assigned by the head of the institute i.e., to deal with seat of Store.</p> <p>(4) Smt. Mamta Kumari, JOA(IT) performs the duties assigned by the head of the institute i.e. To deal with seat of Establishment and IMC Establishment.</p>

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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



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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	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle log book(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



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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. Arsh Awasthi, Director, Achiever Hub 7 Bachpan School Dharamshala, R/o Shyamnagar municipal Corporation Dharamshala, Tehsil Dharamshala Distt. Kangra (H.P)-176215	Chairman
2	The Principal, Govt. ITI Dharamshala, Distt. Kangra (H.P)-176057	Member Secretary
Members Nominated by Industry Partner		
1.	Sh. Atul Puri, Prop. Neha Associates, Medical Business R/o Ramnagar MC Dharamshala, Distt. Kangra(H.P)-176215	Member
2.	Sh. Mohit Bedi Managing Director, Bedi Bus Service, R/o Village Narwana PO Yol Cantt Tehsil Dharamshala Distt. Kangra (H.P)-176052	Member
3.	Sh. Pradeep Kumar (Deva) Managing Director, Deva Travels and Taxi Service Dharamshala R/o Shiv Vihar Ramnagar, MC Dharamshala, Distt. Kangra (H.P)-176215	Member
4.	Sh. Gourav Naryal, President, Vyopar Mandal R/o Dari MC Dharamshala, Tehsil-Dharamshala Distt. Kangra (H.P)-176057	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 Dari, Distt. Kangra (H.P)-176057	Member
4.	Group Instructor, Govt. ITI Dharamshala, Distt. Kangra (H.P)-176057	Member
5.	Student Representative (Payment Seat), Govt. ITI Dharamshala, Distt. Kangra (H.P)	Member



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2. **Hostel Management Committee.** **Not Applicable**

3. **Anti-ragging Committee**

Sr. No.	Officials of Govt. ITI Dharamshala	Act As
1	Smt. Neelam Rani, Group Instructor	Convener
2	Sh. Sandeep Kumar, Instructor M.M.V.	Member
3	Sh. Satish Kumar Bhatia, Instructor Fitter	Member
4	Sh. Man Mohan Sharma, Instructor FP(G)	Member

4. **Quarters Allotment Committee**

Sr. No.	Officials of Govt. ITI Dharamshala	Act As
1	Smt. Neelam Rani, Group Instructor	Chairman
2	Sh. Sandeep Kumar, Instructor M.M.V.	Member
3	Smt. Mamta Kumari, JOA(IT)	Member
4	Smt. Anjana Devi, Water Carrier	Member

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

Sr. No.	Officials and Designation	Act As
1	Smt. Neelam Rani (Group Instructor)	Chairman
2	Smt. Madhu Sharma (Instructor Elex. Mech.)	Member Secretary
3	Sh. Sandeep Kumar, Instructor M.M.V.	Member
4	Sh. Sanjeet Kumar, Supdt. Gr-II	Member
5	Smt. Shiwangi, Clerk	Member
6	Ms. Anjna Devi, Trainee of Sewing Tech.	Member

6. **Student Welfare Fund Committee.**

Sr. No.	Name of Committee members	Designation
1	Smt. Neelam Rani	Group Instructor
2	Sh. Sanjeet Kumar	Supdt. Grade-II
3	Sh. Sandeep Kumar	Instructor, MMV
4	Sh. Ankur Walia	Instructor Maths (Sports Incharge)
5	Sh. Rohit Kumar	Training Incharge
6	Smt. Priyanka Sharma	SWF Cashier
7	Mr. Akshay Kaundal	Trainee, Fitter (2 nd year)
8	Mr. Aviraj	Trainee, Elex. Mech. (2 nd year)
9	Ms. Savita	Trainee, COPA (1 st year)
10	Ms. Sonia	Trainee, Sew Technology (1 st year)



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11	Ms. Nishtha	Trainee, Fashion Design & Tech. (1 nd year)
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7. 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	Supdt. Grade-II	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. Neelam Rani, G.I.	Physical verification of all Non Engg. Trades	Sew. Tech. (I&II) F.D.&Tech. (I&II) S.O.T.(Emb.) COPA(I&II) Food Production (General) Library
2	Sh. Sanjeet Kumar, Supdt. Gr-II	Physical verification of Office/Ministerial Staff	Office Ministerial Staff
3	Sh. Sandeep Kumar, Instructor MMV	Physical verification of Engg. Trades	Electrician (I & II) Fitter (I&II)
4	Sh. Arun Kumar, Instructor COPA	Physical verification of Engg. Trades	Electronics Mechanic (I&II) MMV(I&II) IT Lab

12. Electoral Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Smt. Neelam Rani	G.I.	Nodal Officer
2	Sh. Sanjeet Kumar	Supdt. Gr-II	Member
3	Sh. Parv Sharma	Instructor COPA	Member
4	Ms. Anjna Devi	Trainee of Sewing Tech.	Member
5	Mr. Aviraj	Trainee, Elex. Mech. (2 nd year)	Member
6	Ms. Savita	Trainee, COPA (1 nd year)	Member
7	Mr. Akshay Kaundal	Trainee, Fitter (2 nd year)	Member

13. Admission Committee.

Sr. No.	Name of Officer/Official/Committees	Designation	Name of Work
1	Smt. Neelam Rani	G.I.	Selection Committee/Verification/Certificate/ Documents with original Certificate
2	Sh. Sanjeev Kumar	Supdt. Gr.-II	
3	Sh. Rohit	D.E.O.	

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4	Smt. Priyanka Sharma (Subsidized Seat)	Clerk	Fees Collection (Cashier)
5	Smt. Monika Parmar (Subsidized Seat)	D.E.O.	
6	Sh. Sumit Kumar, DEO (Non-Subsidized Seat)	D.E.O.	
7	Sh. Rohit	D.E.O.	Documents Collection /Seat Lock on online Portal
8	Sh. Sumit Kumar	D.E.O.	

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	Sh. Rajesh Kumar Puri	Principal	01892-223182	principal_itidharmshala@yahoo.com
2	Smt. Neelam Rani	G.I.	-do-	-do-
3	Sh. Sanjeet Kumar	Supdt. Gr.-II		
4	Sh. Sandeep kumar	Instructor, MMV	-do-	-do-
5	Sh. Arun Kumar	Instructor, COPA	-do-	-do-
6	Sh. Ankur Walia	Instructor, Maths	-do-	-do-
7	Sh. Parv Sharma	Instructor, COPA	-do-	-do-
8	Sh. Satish Kumar Bhatia	Instructor, Fitter	-do-	-do-
9	Smt. Anamica Mahajan	Instructor, Sewing Technology	-do-	-do-
10	Smt. Harbinder Kour	Instructor, SOT(Emb.)	-do-	-do-
11	Smt. Asha Rani	Instructor, SOT(Emb.)	-do-	-do-
12	Smt. Madhu Sharma	Instructor, Electronics Mechanic	-do-	-do-
13	Smt. Naresh Kumari	Instructor, Electronics Mechanic	-do-	-do-
14	Smt. Manisha Thakur	Instructor, FD&T	-do-	-do-
15	Smt. Sapna Devi	Instructor, Dress Making	-do-	-do-
16	Sh. Man Mohan Sharma	Instructor, Food Production (G)	-do-	-do-
17	Sh. Onkar Chand	Sr. Assistant	-do-	-do-
18	Smt. Priyanka Sharma	Clerk	-do-	-do-
19	Smt. Shiwangi	Clerk	-do-	-do-
20	Smt. Mamta Kumari	JOA(IT)	-do-	-do-
21	Sh. Praveen Rana	Trainer, Electrician (IMC)	-do-	-do-




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22	Sh. Pankaj Kumar	Trainer, Electrician (IMC)	-do-	-do-
23	Sh. Abhishek Chambyal	Trainer, Fitter (IMC)	-do-	-do-
24	Sh. Ghanshyam Puri	Trainer, MMV (IMC)	-do-	-do-
25	Sh. Rohit	D.E.O. (Outsource)	-do-	-do-
26	Sh. Sumit Kumar	D.E.O. (Outsource)	-do-	-do-
27	Smt. Monika Parmar	D.E.O. (Outsource)	-do-	-do-
28	Smt. Kamlesh Kumari	WSA	-do-	-do-
29	Smt. Sheela Devi	Safai Karmchari	-do-	-do-
30	Smt. Anjana Devi	Water Carrier	-do-	-do-
31	Sh. Ankaj Rana	Peon-Cum-Chowkidar	-do-	-do-
32	Sh. Abhinandan Sood	Peon(on daily wages)	-do-	-do-
33	Smt. Netra Sharma	Chowkidar (Outsource)	-do-	-do-
34	Sh. Rishav	Safai Karmchari (Outsource)	-do-	-do-




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Section 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS:

Sr.No.	Name Officer/Official	Designation	Pay Scale(As per HP Civil Services Revised pay Rules 2022)
1	Sh. Rajesh Kumar Puri	Principal	Level-16
2	Smt. Neelam Rani	G.I.	Level-13
3	Sh. Sanjeet Kumar	Supdt. Gr.-II	Level-12
4	Sh. Sandeep kumar	Instructor, MMV	Level-11
5	Sh. Arun Kumar	Instructor, COPA	Level-11
6	Sh. Ankur Walia	Instructor, Maths	Level-11
7	Sh. Parv Sharma	Instructor, COPA	Level-11
8	Sh. Satish Kumar Bhatia	Instructor, Fitter	Level-11
9	Smt. Anamica Mahajan	Instructor, Sewing Technology	Level-11
10	Smt. Harbinder Kour	Instructor, SOT(Emb.)	Level-11
11	Smt. Asha Rani	Instructor, SOT(Emb.)	Level-11
12	Smt. Madhu Sharma	Instructor, Electronics Mechanic	Level-11
13	Smt. Naresh Kumari	Instructor, Electronics Mechanic	Level-11
14	Smt. Manisha Thakur	Instructor, FD&T	Level-11
15	Smt. Sapna Devi	Instructor, Dress Making	Level-11
16	Sh. Man Mohan Sharma	Instructor, Food Production (G)	Level-11
17	Sh. Onkar Chand	Sr. Assistant	Level-11
18	Smt. Priyanka Sharma	Clerk	Level-03
19	Smt. Shiwangi	Clerk	Level-03
20	Smt. Mamta Kumari	JOA(IT)	Level-04
21	Smt. Kamlesh Kumari	WSA	Level-01
22	Smt. Sheela Devi	Safai Karmchari	Level-01
23	Smt. Anjana Devi	Water Carrier	Level-01
24	Sh. Ankaj Rana	Peon-Cum-Chowkidar	Level-01
25	Sh. Abhinandan Sood	Peon (on daily wages)	---

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-NONPLAN

DEMAND-27

Sr.No.	Object Code Description	Amount allocated
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1	01Salaries& DA	16886631
2	02Wages	143175
3	03TravelExpense	66070
4	05OfficeExpense	200000
5	06 Medical Reimbursement	48690
	30 Motor Vehicle	30000
6	31 Machinery & Equipment's	250000
7	33 Material& Supplies	100000
8	65 Remuneration to Outsources employees (Plan Scheme)	38803

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
3	99-Honorarium	20000

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

DEMAND-19

Sr.No.	Object Code Description	Amount allocated
1	06 Medical Reimbursement	200000




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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.itidharamshala.ac.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.	Sh. Rajesh Kumar Puri, Principal	Public Information Officer	01892-223182	principal_itidharmshala@yahoo.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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



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