

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

MANUAL - 1

The particulars of its organization, functions and duties:-

Name of organization	Govt. ITI Dehar
Establishment and Address	2013, Govt. ITI Dehar, Village Kot P.O. Dehar, Tehsil Sundernagar, Distt. Mandi, HP-175030 E-mail:- itidehar@rediffmail.com , principalitidehar@gmail.com
Contact No.	01907-283080
Web Site	www.itidehar.ac.in

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. ITI, Dehar	Implementing all the decision in respect of admission, Education & Finance	<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 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

			<p>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, DGE&T, and other authorized bodies are provided.</p>
2	Electrician	To teach 1 st & 2 nd Year Trainees	Teaching, conducting examination, evaluation of papers. Conducting seminars.
3	Sewing Technology	To teach 1 st Year Trainees of Sewing Technology trade	-do-
4			
5	Workshop	Imparting skill training to trainees Taking Practical Classes	Workshop
6	IT Lab	To teach related to Computer	Lab
7	Library	Issuing Books to trainees and the Faculty Book keeping & Maintenance	Book keeping & purchasing new books Maintaining of the Records.

MANUAL - 2

Powers & Duties of Officers and Employees

Name	Sh. Hitesh Sharma
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. Sunita Thakur
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	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	Superintendent Grade-II
Duties	NA

Designation	Sr. Asstt./ Junior Office Assistant/ Clerk
Duties	<p>(1) Sh. Chandan Moudgil, Sr. Asstt. performs the duties assigned by the head of the institute i.e.</p> <ul 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 (iv) To Deal with seat of Training. (v) To deal with seat of Diary & Dispatch

MANUAL - 3

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 guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE & HPTSB and accountability as fixed by the government from time to time.

MANUAL - 4

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.

MANUAL - 5

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

MANUAL - 6

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	Confidential register	The Documents can be obtained from concerned officer In-charges
2	Bank Pass Books	
3	Service Book	
4	Personal files	
5	Diary and Issue register	
6	Acquaintance	
7	Bill Register	
8	Book of Drawl register	
9	DCR	
10	Cash.-Books	
11	Admission registers	
12	Demand Book	
13	Placement Record	
14	Trainees Result	
15	Vehicle logbook	
16	Watch and Ward	

17	Duty attendance	The Documents can be obtained from concerned officer incharges
18	Register	
19	Boarders movement Register	
20	Files related to budget, correspondence, RTI.	
21	Files & documents related to building, Academic, Examination DET	
22	Files related to Procurement/Tender.	
23	Files related to Governing Body Meeting.	
24	Files related to student counseling.	
25	Files related to Hostel, etc	

MANUAL - 7

Details of consultive committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable

MANUAL - 8

Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee.
2. Hostel Management Committee.
3. Anti-ragging Committee.

Sr. No.	Official Of ITI	Act as
1.	Principal	As per the State Government guidelines from time to time
2.	Group Instructor	
3.	Instructor	
4.	Trainees of 2 nd year	
5.	Trainees of 1 st year	

4. Quarters Allotment Committee.
5. Sexual Harassment Committee / Women cell.

Sr. No.	Official and Designation	Act as
1.	Smt. Anjana, Instructor	As per Prevention, Prohibition and Redressal Act, 2013
2.	Smt. Renu, Instructor	
3.	Smt. Kavita Instructor	
4.	Smt. Preeti, Instructor	

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1.	Sh. Hitesh Sharma	Principal/ Chairman
2.	Smt. Sunita Thakur	Group Instructor/ Member
3.	Smt. Kavita	Instructor/ Member
4.	Sh. Chandan Moudgil	Sr. Asstt./ Member
5.	Ms. Madhubala	Trainee/ Member
6.	Mr. Akash	Trainee/ Member
7.	Mr. Ajay	Trainee/ Member

7. Purchase committee of the Institute.

Sr. No.	Officials of ITI	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

8. 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. Narender Kumar	Instructor, Math & Drg.	Nodal Officer
2	Smt. Renu	Instructor, Sewing Tech.	Member
3	Smt. Kavita	Instructor, Electrician	Member
4	Sh. Hem Raj	Instructor, Electrician	Member
5	Sh. Chandan Moudgil	Sr. Asstt.	Member
6	Mr. Tushar	Trainee Electrician	Member
7	Mr. Ajay	Trainee Electrician	Member
8	Miss Pallavi	Trainee Sewing Tech.	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Sunita Thakur	Group Instructor (Overall In-charge)
2	Smt. Anjna Kumar	Instructor Dress Making (member)
3	Smt. Renu	Instructor, Sewing Technology(member)
4	Smt. Kavita	Instructor, Electrician (Member)
5	Sh. Narender Kumar	Instructor, Math & Drg. Cashier IMC (Member)
6	Sh. Rajender Kumar	Instructor E.S. (Member)
7	Sh. Hem Raj	Instructor, Electrician (Member)
8.	Sh. Chandan Moudgil	Sr. Asstt. Cashier, SWF(Member)
9.	Sh. Desh Raj	Workshop Attendant (Member)

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	Hitesh Sharma	Principal	01907-283080	itidehar@rediffmail.com , principalitidehar@gmail.com
2	Sunita Thakur	Group Instructor	-do-	-do-
3	Anjana Kumar	Instructor, Sewing Technology	-do-	-do-
4	Renu	Instructor, Sewing Technology	-do-	-do-
5	Kavita	Instructor , Electrician	-do-	-do-
6	Narender Kumar	Instructor, Math & Drg.	-do-	-do-
7	Rajender Kumar	Instructor, Emp. Skill	-do-	-do-
8	Preeti	Instructor , Electrician	-do-	-do-
9	Chandan Moudgil	Sr. Asstt.	-do-	-do-
10	Desh Raj	Workshop Attendant	-do-	-do-
11	Chaman Lal	Chowkidar	-do-	-do-
12	Ashwani Kumar	Security Guard- cum- Chowkidar (on Outsource)	-do-	-do-
13	Kamlesh Kumar	Sweeper (on Outsource)	-do-	-do-

Section 4(1)(b)(x)

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

Sr.No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Hitesh Sharma	Principal	Level-16
2	Sunita Thakur	Group Instructor	Level-12
3	Anjana Kumar	Instructor, Sewing Technology	Level-11
4	Renu	Instructor, Sewing Technology	Level-11
5	Kavita	Instructor , Electrician	Level-11
6	Narender Kumar	Instructor, Math & Drg.	Level-11
7	Rajender Kumar	Instructor, Emp. Skill	Level-11
8	Preeti	Instructor , Electrician	Level-11
9	Chandan Moudgil	Sr. Asstt.	Level-11
10	Desh Raj	Workshop Attendant	Level-01
11	Chaman Lal	Chowkidar	Level-01
12	Ashwani Kumar	Security Guard-cum- Chowkidar (on Outsource)	Level-01
13	Kamlesh Kumar	Sweeper (on Outsource)	Level-01

Section 4(1)(b)(xi)

THE BUDGET ALLOCATED TO EACH OF ITIS 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	8274080.00
2	04 Travel Expense	25075.00
3	05 Office Expense	200000.00
4	06 Medical Reimbursement	98976.00
5	31 Machinery & Equipment	00.00
6	33 Material & Supplies	30000.00
7	65 Remuneration to Outsources employees	184156.00
8	31 Machinery & Equipment (Demand No. 32)	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 www.itidehar.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. Hitesh Sharma, Principal	Public Information Officer	01907-233600	itinihri@gmail.com

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

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

