

No. ITI/NB/ESTT/2025 - 256

Dated: 15-02-2025

To
The Director,
Technical Education
Vocational & Industrial Training,
Sundernagar, District Mandi (H.P.).

Subject: - Regarding Judgement of Hon'ble Supreme Court of India on Implementation of Suo-Moto disclosure under Section 4 of the RTI Act-2005.

Respected Sir,

Please refer to the subject matter cited above, In compliance to the Directorate of Technical Education, Sundernagar, office letter no. STV(TE)H-G(1)22-RTI/2009-Misc-28773-275/5096-5200 dated 07/02/2025. In this connection the requisite information in respect of this Institute is submitted for your kind information and further necessary action at your end please.

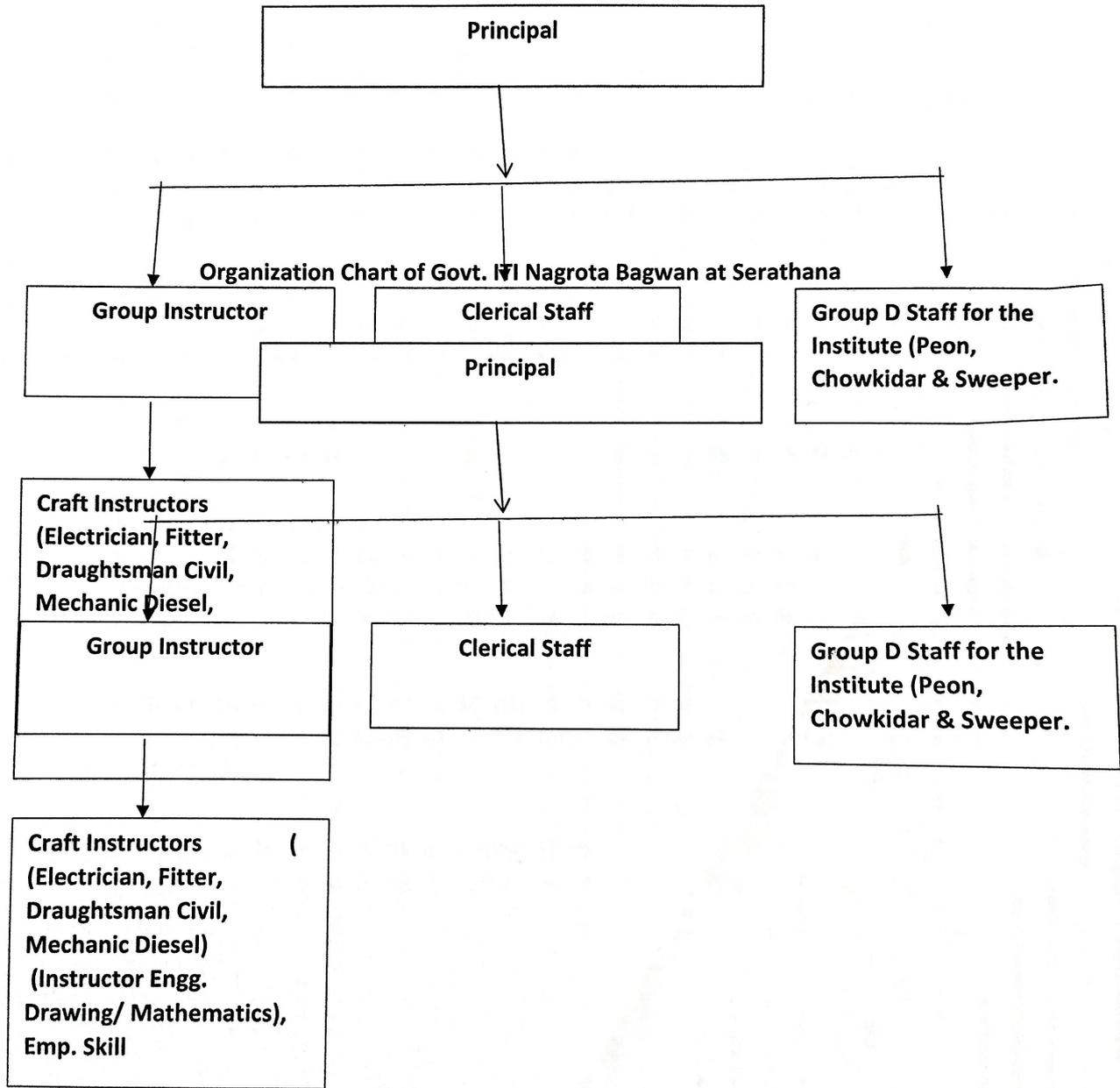
Enclosed:- Above.

Yours Faithfully,


Principal,
Govt. Industrial Training Institute
Nagrota Bagwan at Serathana
Distt. Kangra H.P. Pin - 176056

पूर्ण राज्यत्व का
स्वर्ण जयंती वर्ष

Organization Chart of Govt. ITI Nagrota Bagwan at Serathana



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.itibharmour.ac.in

1.2 Public Private Partnerships

Govt. ITI Bharmour 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, Nagrota Bagwan at Serathana, Distt. Kangra H.P. |
| Establishment and Address | 2015, Govt. ITI, Nagrota Bagwan at Serathana, Distt. Kangra H.P.-176056 E-mail:- govitinagrota@rediffmail.com |
| Contact No. | |
| Web Site | www.itinagrota.com |
| Code allotted by the DGT | GR0200290 |

| Sr. No. | Section | Function | Duties |
|---------|---|---|--|
| 1 | Office of the Principal, Govt. ITI, Nagrota Bagwan at Serathana | Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Nagrota Bagwan at Serathana | <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 programs 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. |

| | | | |
|---|-----------------------|---|--|
| | | | <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 | Fitter | To impart knowledge & skill to the trainees of Fitter trade. | -do- |
| 4 | Draughtsman (Civil) | To impart knowledge & skill to the trainees of Draughtsman (Civil) trade. | -do- |
| 5 | Mechanic Diesel Trade | To impart knowledge & skill to the trainees of S Mechanic Diesel trade. | |
| 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:-

| | |
|--------------------|---|
| Name | Sh. Kirat Singh Sohal. |
| 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 Programs 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 | |
| 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 | Superintendent Grade-II |
| Duties | Not created post in this Institute |

| Designation | Clerk |
|--------------------|---|
| Duties | <p>(1) performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Accounts,</p> <p>(iii) To manage/deal with seat of Cash etc.</p> <p>(iv) To Deal with seat of Training and Store etc.</p> <p>(v) 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, manual sand 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 | |
| 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. Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

| Sr. No. | Officials of ITI Nagrota Bagwan at Serathana | Act As |
|---------|--|---------------|
| 1 | Sh. Suman Kumar (Group Instructor). | Nodal officer |
| 2 | Sh. Shiv Shankar (Instructor Engg. Drawing) | Member |
| 3 | Sh. Vikas (Instructor Mechanic Diesel) | Member |
| 4 | Smt. Kamlesh Kumari (Instructor Draughtsman Civil) | Member |
| 5 | Smt. Shivani Manhas (Instructor Emp. Skill) | 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. Suman Kumar (Group Instructor). | Nodal officer |
| 2 | Sh. Shiv Shankar (Instructor Engg. Drawing) | Member |
| 3 | Smt. Kamlesh Kumari (Instructor Draughtsman Civil) | Member |
| 4 | Smt. Shivani Manhas (Instructor Emp. Skill) | Member |

6. Student Welfare Fund Committee.

7.

| Sr. No. | Name of Committee members | Designation |
|---------|---|---------------|
| 1 | Sh. Suman Kumar (Group Instructor). | Nodal officer |
| 2 | Smt. Kamlesh Kumari (Instructor Draughtsman (Civil) | Member |
| 3 | Smt. Shivani Manhas (Instructor Emp. Skill) | Member |
| 4 | Sh. Satish Kumar (Clerk) | Member |
| 5 | Muskan (Student Draughtsman(Civil) | Member |
| 6 | Paras (Student Fitter) | Member |

8. Purchase committee of the institute.

| Sr. No. | Officials of ITI Nagrota Bagwan at Serathana | Act As |
|---------|--|------------------|
| 1 | Group Instructor | Purchase officer |
| 2 | Requisitioned official/Inst. | Member-1 |
| 3 | Store keeper | Member-2 |
| 4 | Accounts Dealing Hand | 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. Suman Kumar | Group Instructor | Nodal Officer |
| 2 | Sh. Atul Hear | Instructor Fitter | Member |
| 3 | Sh. Shiv Shankar | Instructor Engg. Drawing | Member |
| 4 | Smt. Shivani Manhas | Instructor Emp. Skill | Member |

13. Admission Committee.

| Sr. No. | Name of Committee members | Designation |
|---------|---|-----------------------------------|
| 1 | Sh. Suman Kumar | Group Instructor Member Secretary |
| 2 | Sh. Amit Kumar (JOA-IT) | Training Clerk (Member) |
| 3 | Sh. Satish Kumar (Clerk) | Clerk (Cashier) |
| 4 | Sh. Shiv Shankar (Instructor Engg. Drawing) | (Member) |
| 5 | Sh. Vikas (Instructor Mechanic Diesel) | (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 | Sh. Kirat Singh Sohal | Principal | 01892-292653 | govtitanagota@rediffmail.com |
| 2 | Sh. Suman Kumar | Group Instructor | -do- | -do- |
| 3 | Sh. Jujhar Singh | Clerk | -do- | -do- |
| 4 | Sh. Karam Chand | Clerk | -do- | -do- |
| 5 | Sh. Satish Kumar | Clerk | -do- | -do- |
| 6 | Mr. Amit Kumar | Junior Office Assistant | -do- | -do- |
| 7 | Smt. Lalita Devi | Sweeper (Outsource) | -do- | -do- |
| 8 | Smt. Anju Bala | Data Entry Operator (Outsource) (Surplus without sanctioned) | -do- | -do- |
| 9 | Smt. Geetika Khosla | Office Assistant (under IMC) (Surplus without sanctioned) | -do- | -do- |
| 10 | Sh. Ajay Kumar | Instructor (Fitter) | -do- | -do- |
| 11 | Sh. Atul Heer | Instructor (Fitter) | -do- | -do- |
| 12 | Sh. Rahul Verma | Instructor (Electrician) | -do- | -do- |
| 13 | Sh. Harjot | Instructor (Electrician) | -do- | -do- |
| 14 | Smt. Kamlesh Kumari | Instructor (Draughtsman Civil) | -do- | -do- |
| 15 | Sh. Vijay Kumar | Instructor (Draughtsman Civil) | -do- | -do- |
| 16 | Sh. Vikas | Instructor (Diesel Mechanic) | -do- | -do- |
| 17 | Sh. Shiv Shankar | Instructor (Engg. Drawing) | -do- | -do- |
| 18 | Smt. Shivani Manhas | Instructor (Emp. Skill) | -do- | -do- |
| 19 | Sh. Vivek Choudhary | Trainer Math./Drawing (under IMC) | -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 | Pay Scale (As per HP Civil Services Revised pay Rules 2022) |
|---------|-----------------------|--|---|
| 1 | Sh. Kirat Singh Sohal | Principal | |
| 2 | Sh. Suman Kumar | Group Instructor | Level- |
| 3 | Sh. Jujhar Singh | Clerk | Level-3 |
| 4 | Sh. Karam Chand | Clerk | Level-3 |
| 5 | Sh. Satish Kumar | Clerk | Level-3 |
| 6 | Mr. Amit Kumar | Junior Office Assistant | Level-4 |
| 7 | Smt. Lalita Devi | Sweeper (Outsource) | |
| 8 | Smt. Anju Bala | Data Entry Operator (Outsource) (Surplus without sanctioned) | |
| 9 | Smt. Geetika Khosla | Office Assistant (under IMC) (Surplus without sanctioned) | |
| 10 | Sh. Ajay Kumar | Instructor (Fitter) | Level-11 |
| 11 | Sh. Atul Heer | Instructor (Fitter) | Level-11 |
| 12 | Sh. Rahul Verma | Instructor (Electrician) | Level-11 |
| 13 | Sh. Harjot | Instructor (Electrician) | Level-11 |
| 14 | Smt. Kamlesh Kumari | Instructor (Draughtsman Civil) | Level-11 |
| 15 | Sh. Vijay Kumar | Instructor (Draughtsman Civil) | Level-11 |
| 16 | Sh. Vikas | Instructor (Diesel Mechanic) | Level-11 |
| 17 | Sh. Shiv Shankar | Instructor (Engg. Drawing) | Level-11 |
| 18 | Smt. Shivani Manhas | Instructor (Emp. Skill) | Level-11 |
| 19 | Sh. Vivek Choudhary | Trainer Math./Drawing (under IMC) | (Under IMC) |

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

| Sr. No. | Object Code Description | Financial year 2024-2025 | |
|---------|--|--------------------------|---------------------------|
| | | Amount allocated | |
| 1 | 01Salaries& DA | | 12991033-00 |
| 2 | 03TravelExpense | | 26773-00 |
| 3 | 05Office Expense | | 249882-00 |
| 4 | 31 Machinery & Equipment's (for Tool Kits) | | 20000-00 |
| 5 | 33 Material &Supplies | | 70000-00 & Books 10000-00 |
| 6 | 99 Honorarium | | NII |

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.itinagrota.com

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. Kirat Singh Sohal, Principal | Public Information Officer | 01892-292653 | govtitinagrota@rediffmail.com |

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

Besides this, information related to Govt. ITI Nagrota Bagwan at Serathana can be viewed on the official website of the institute.