

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.itipadhar.edu.in

1.2 Public Private Partnerships

Govt. ITI Padhar 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 Padhar
Establishment and Address	2015, Govt. ITI Padhar,V.P.O. Gawali, Tehsil Padhar, Distt. Mandi, HP-175012 E-mail:- itipadhar001@gmail.com
Contact No.	01908-260100
Web Site	www.itipadhar.edu.in

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

			<p>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, DGE&T, and other authorized bodies are provided.</p>		
2	Electrician	To teach 1 st & 2 nd Year Trainees	Teaching, evaluation seminars.	conducting of	examination, Conducting
3	Sewing Technology	To teach 1 st Year Trainees of Sewing Technology Trade	-do-		
4	Draughtsman (Mechanical)	To teach 1 st & 2 nd Year Trainees.	-do-		
5	Fitter	To teach 1 st & 2 nd Year Trainees.	-do-		
6	Workshop	Imparting skill training to Trainees	Workshop		
7	IT Lab	To teach related to Computer	Lab		

8	Library	Issuing Books to trainees and the Faculty Book keeping & Maintenance	Book keeping & purchasing new books Maintaining of the Records.
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Section-4(1)(b)(ii)

Powers & Duties of Officers and Employees

Name	Mr Tanuj 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	Mrs Lata Kumari Sharma
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 and 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
Duties	<p>Senior Assistant supervises work of the Ministerial staff posted in the institute and submit their cases to the Principal. He also performs the duties assigned by the head of the institute.</p> <p>(1) Sh. Megh Singh deals with i) Training and ii) Apprenticeship etc.</p>
Designation	Junior Office Assistant/ Clerk

Duties	<p>(2) Sh. Inder Singh, JOA(IT) 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 HPKVN Store,</p> <p>(iii) To manage/deal with seat Civil Work.</p> <p>(3) Sh. Salil Sood, performs the duties assigned by the head of the institute i.e., (i) To Deal with seat of Cash & Account Govt. & SWF & HPKVN and Store (SWF) and etc.</p> <p>(4) Sh. Saksham Sood, JOA(IT) the duties assigned by the head of the institute i.e., (i) To deal with seat of IMC Store, Cash & Govt. Head Store Diary & Dispatch etc.</p>
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Designation	Workshop Instructor
Duties	<ol style="list-style-type: none"> 1. To arrange the various machinery and equipment for the students training as per the curriculum. 2. To train the students as per the curriculum. 3. To develop the training skill amongst the students. 4. To maintain the machinery and equipment in working order. 5. To arrange the raw material required for the training well in time. 6. To keep himself updated about the various developments in the related industry.

Designation	Librarian
Duties	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of library. 2. Issuing the books to students and faculty 3. General administration 4. Books Selection & acquisition 5. Planning & developing the library 6. Orienting the users towards effective utilization of library services 7. Supervising and cataloguing indexing

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 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.

Section 4(1)(b)(iv)

THE NORMS SET BY ITI 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 ITI 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	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	The Documents can be obtained from concerned officer incharges
17	Duty attendance	
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	
26	RTI Register	
27	Vidhansabha Register	

Section 4(1)(b)(vii)

Details of consultative committees and other bodies state fee regulatory committee(SFRC)

No Applicable.

Section 4(1)(b)(viii)

Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee.

Sr. No	Officials of ITI	Act as
1	Sh. Mohinder Pal Sharma	Chairman
2.	Principal. Govt. ITI Padhar	Member Secretary
Member nominated by Industry Partner		
3.	Sh. Krishan Bhoj	Member-1
4.	Sh. Bhup Singh Darwal	Member-2
5.	Amit Kumar	Member-3
6.	Labhu Ram	Member-4
Member nominated by the State Govt.		
1	Employment Officer	Member-1
2.	Representative of State Directorate(Officer dealing with Vocational & Industrial Training) Sundernagar	Member-2
3.	Sr. Academician, Principal Govt. S.S.S. Padhar	Member-3
4.	Group Instructor Senior Instructor Govt. ITI Padhar	Member-4
5.	Student Representative (Payment Seat) ITI Padhar	Member-5

2. Sexual Harassment Committee / Women cell

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Smt. Himachali Devi, Instructor	Member
3.	Smt.Urmila Devi, Peon	Member

4.	Meena Sharma, (Ekal Nari Shakti Sanghathan)	Member
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3. Anti-ragging Committee.

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Gopal Singh, Instructor	Member
3.	Smt. Himachal Devi, Instructor	Member
4.	Sh. Pawan Kumar, Instructor	Member

4. Internal Committees of the Institution.

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Het Ram, Instructor	Member
3.	Smt. Himachal Devi, Instructor	Member
4.	Sh. Puneet Kumar, Instructor	Member

5. Disciplinary Committee.

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Pawan Kumar, Instructor	Member
3.	Smt. Himachal Devi, Instrutor	Member
4.	Sh. Ankush Sharma, Trainer	Member

6. Advisory Committee on Divyaangs

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Pawan Kumar, Instructor	Member
3.	Smt. Himachal Devi, Instrutor	Member
4.	Sh. Ankush Sharma, Trainer	Member

7. Student Welfare Committee

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Dagi Ram, Instructor	Member
3.	Sh. Salil Sood, JOA(IT)	Member
4.	Sh. Himachal Devi, Instructor	Member
5.	Sh. Megh Singh, Sr. Assistant	Member

8. Campus Beautification Committee

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Dagi Ram, Instructor	Member
3.	Sh. Himachal Devi, Instructor	Member
4.	Sh. Bhanu Pratap Singh Thakur, Instructor	Member

9. Local Purchase Committee

Sr. No	Officials of ITI	Act as
1	Smt. Lata Kumari Sharma, G.I.	Chairperson
2.	Sh.. Dagi Ram, Instructor	Member
3.	Sh. Salil Sood, JOA(IT)	Member
4.	Sh. Himachal Devi, Instructor	Member
5.	Sh. Megh Singh, Sr. Assistant	Member

Section 4(1)(b)(ix)

Directory of Officers and employees

Sr N o	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Office Ph. No.	Mobile Number	Email
1	2	3	4	5	6
1	Sh. Tanuj Sharma	PRINCIPAL	01908-260100	94592-96963	itipadhar@gmail.com
2	Smt. Lata Kumari Sharma	Group Instructor	-do-	82199-63405	-do-
3	Sh. Gopal Singh	Instructor (Electrician)	-do-	78766-42023	-do-
4	Sh. Het Ram	Instructor (Electrician)	-do-	70189-45851	-do-
5	Sh. Pohlo Ram	Instructor(Fitter)	-do-	70186-00196	-do-
6	Smt. Himachali Devi	Instructor (Sewing Technology)	-do-	94180-75557	-do-
7	Smt. Pooja Kumari Sharma	Instructor (Sewing Technology)	-do-	70181-40922	-do-
8	Sh. Bhanu Pratap Singh Thakur	Instructor (Employability Skill)	-do-	94185-76111	-do-
9	Sh. Puneet Kumar	Instructor (Maths)	-do-	94186-74580	-do-
10	Sh. Dagi Ram	Instructor (Drawing & Maths)	-do-	98573-44007	-do-
11	Sh. Rajeev Kohli	Trainer (Draughtsman Mechanical)	-do-	75081-64077	-do-
12	Sh. Ankush Sharma	Trainer (Draughtsman Mechanical)	-do-	94185-16240	-do-
13	Sh. Megh Singh	Senior Assistant	-do-	94183-01415	-do-
14	Sh. Inder Singh	JOA (IT)	-do-	85809-20140	-do-
15	Sh. Salil Sood	JOA(IT)	-do-	70185-51466	-do-
16	Sh. Saksham Sood	JOA (IT)	-do-	89880-65300	-do-
17	Sh. Hans Raj	Workshop Attendant	-do-	85804-63805	-
18	Smt. Urmila Devi	Peon	-do-	85447-00412	-
19	Sh. Naval Kishor	Peon	-do-	62302-19399	-
20	Smt. Kaushalya Devi	Sweeper (Outsource)	-do-	86796-64104	-
21	Sh. Rakesh Kumar	Night Chowkidar (Outsource)	-do-	98873-76031	-

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.	Designation	Pay Scale (As per 7th pay commission)
1	Principal	Level-16
2	Group Instructor	Level-12
3	Sr. Assistant	Level-11
4	Instructor (Electrician)	Level-11
5	Instructor (Electrician)	Level-11
6	Instructor (Fitter)	Level-11
7	Instructor (Sewing Technology)	Level-11
8	Instructor (Sewing Technology)	Level-11
9	Instructor (Maths)	Level-11
10	Instructor (Maths & Drawing)	Level-11
11	Instructor Employability Skill	Level-11
12	Trainer Draughtsman (Mech.)	16215
13	Trainer Draughtsman (Mech.)	16215
14	JOA (IT)	Level-04
15	JOA(IT)	Level-04
16	JOA (IT)	Level-04
17	Workshop Attendant	Level-01
18	Peon	Level-01
19	Peon	Level-01
20	Sweeper (Outsource)	17860
21	Night Chowkidar (Outsource)	17860

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	10000000.00
2	02 Wages	53600.00
3	04 Travel Expense	18470.00
4	05 Office Expense	200000.00
5	06 Medical Reimbursement	58991.00
6	31 Machinery & Equipment's	0.00
7	33 Material & Supplies	23630.00
8	65 Remuneration to Outsourced employees	184200.00
9	99 Honorarium	400000.00

Section 4(1)(b)(xii)

Manner of Execution of Subsidy Programmes

Does not arise

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.itipadhar.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 student 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.Tanuj Sharma, Principal	Public Information Officer	94592-96963	Itipadhar001@gmail.com

Section 4(1)(b)(xvi)

OTHER INFORMATION PRESCRIBED:-

Besides this, information to Govt. ITI Padhar can be viewed on the official website of the Institute.