

**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	State of Art Govt. ITI Garnota.
Establishment and Address	Established: Year-2016 State of Art Govt. ITI Garnota VPO Garnota Tehsil Sihunta District Chamba (HP) 176207 E-mail:- soaitigarnota@gmail.com
Contact No.	94180-16812
WebSite	<a href="http://www.soaitigarnota.ac.in">www.soaitigarnota.ac.in</a>
Code allotted by the DGT	GR02000283

Sr. No.	Section	Function	Duties
1	Office of the Principal  State of Art Govt. ITI Garnota	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to State of Art Govt. ITI. Garnota.	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. 12. Trainees get the proper medical aid and welfare arrangements are available. 13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.
2	Fitter Trade	To impart knowledge & skill to the trainees of Fitter trade.	Teaching, conducting examination, conducting evaluation, seminars.

3	Mechanic Electric Vehicle	To impart knowledge & skill to the trainees of Mechanic Electric Vehicle trade.	-do-
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:-**

<b>Name</b>	<b>Sh. Manish Kumar Rana</b>
<b>Designation</b>	<b>Principal (Additional Charge)</b>
<b>Powers</b>	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
<b>Duties</b>	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.

<b>Name</b>	<b>Sh. Abhishek Bagwan</b>
<b>Designation</b>	<b>Group Instructor (Additional Charge)</b>
<b>Duties</b>	<p>Group Instructor of ITI is responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.</li> <li>2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</li> <li>3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</li> <li>4. Safety precautions are observed in the workshop.</li> <li>5. Sections function strictly according to the time schedule laid down and proper discipline maintained.</li> </ol>

<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<p><b>Instructor</b>  <b>The Instructors will be responsible for</b></p> <ol style="list-style-type: none"> <li>1. taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3. checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4. preparing charts, drawing and other visual aid material for the section.</li> <li>5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6. requisitioning of tools and raw materials required for the section.</li> <li>7. ensuring close relationship with the trainees.</li> <li>8. attending to leave application of trainees.</li> </ol>
<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
<b>Duties</b>	<p>(1) Sh. Vishal , JOA(IT) performs the duties assigned by the head of the institute i.e.</p> <ol style="list-style-type: none"> <li>(i) To Deal With seat of Training(SWF), Store(Govt/SWF), Scholarship and GeM.</li> </ol> <p>(2) Sh. Suresh Kumar, JOA-IT performs the duties assigned by the head of the institute i.e.,(i) To Deal with seat of Daily E-mail(all Activities), Establishment, PMIS Portal, Apprenticeship (All Activity), Placement.</p> <p>(3) Sh. Abhishek Choudhary, (JOA-IT) the duties assigned by the head of the institute i.e., (i) To deal with seat of Account (Govt. SWF, Misc), Tool-Kit, Budget, E-Salary, Treasury, RTI, Vidhan Sabha, Audit, Civil Work and Miscellaneous Correspondence.</p> <p>(4) Sh. Anil Kumar, JOA(IT) the duties assigned by the head of the institute i.e., (i) To deal with seat of Diary &amp; 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 account ability 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 norm sset 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 ITOR UNDER ITS CONTROL :**

Sl.No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Document 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	DFCR (Daily Fund Collection Register)	
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 Document 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.	

## 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 State of Art Govt ITI Garnota	Act As
1	Sh. Abhishek Bagwan, Group Instructor	In-charge
2	Sh. Pancham Kumar, Instructor Plumber	Member
3	Sh. Susheel Kumar , Instructor Fitter	Member
4	Miss. Kiran Devi , Instructor Dress Making	Member
5	Sh. Vishal (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. Abhishek Bagwan, Group Instructor	In-charge
2	Sh. Pancham Kumar, Instructor Plumber	Member
3	Sh. Susheel Kumar , Instructor Fitter	Member
4	Miss. Kiran Devi , Instructor Dress Making	Member
5	Sh. Suresh Kumar (JOA-IT)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh Manish Kumar Rana	Principal
1	Sh. Abhishek Bagwan	Group Instructor
2	Sh. Vishal	JOA-IT
3	Sh. Abhishek Choudhary	JOA-IT
4	Sh. Susheel Kumar	Instructor Fitter
5	Class representative from each trade	Fitter, MEV

7. Purchase committee of the institute.

Sr. No.	Officials of State Of Art Govt. ITI Garnota	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	Incharge
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. Manish Kumar Rana	Principal	Incharge
2	Sh. Susheel Kumar	Instructor Fitter	Member
3	Sh. Surjeet Kumar	Instructor Sheet Metal	Convenor
4	Sh. Anil Kumar	JOA-IT	Member
6	Mr. Sahil	Trainee Fitter	Member
7	Mr. Aman Goriya	Trainee Fitter	Member
8	Mr. Shubham Kumar	Trainee M.E.V	Member
9	Mr. Manish Kumar	Trainee M.E.V	Member
10	Mr. Vansh Kumar	Trainee M.E.V	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Abhishek Bagwan	Group Instructor
2	Sh. Pancham Kumar	Instructor Plumber
3	Miss Kiran Devi	Instructor Dress Making
4	Sh. Susheel Kumar	Instructor Fitter
5	Sh. Vishal Kumar	JOA-IT
6	Sh. Abhinash Chander	Instructor Electrician
7	Sh. Suresh Kumar	JOA-IT
8	Manish Kumar	JOA-IT
9	Sh. Jasveer Singh/ Vipin	Chowkidar/Peon-Cum-Chowkidar

### 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. Manish Kumar Rana	Principal (Additional Charge)	94180-16812	soaitigarnota@gmail.com
2	Sh. Abhishek Bagwan	Group Instructor (Additional Charge)	98160-45752	
3	Sh. Susheel Kumar	Instructor	88948-81117	-do-
4	Sh. Surjeet Kumar	Instructor	98164-70630	-do-
5	Sh. Vishal	JOA-IT	70183-91146	-do-
6	Sh. Suresh Kumar	JOA-IT	86269-19392	-do-
7	Sh. Abhishek Choudhary	JOA-IT	70185-15519	-do-
8	Sh. Anil Kumar	JOA (IT)	86268-95920	-do-
9	Sh. Mohan Lal	Mali	78765-14165	-do-
10	Sh. Des Raj	Chowkidar	93174-13373	-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:**

<b>Sr.No.</b>	<b>Name Officer/Official</b>	<b>Designation</b>	<b>PayScale(As per HP Civil Services Revised pay Rules 2022)</b>
1	Sh. Manish Kumar Rana	Principal (Additional Charge)	Level-16, Cell-12
2	Sh. Abhishek Bagwan	Group Instructor (Additional Charge)	Level-12, Cell-07
3	Sh. Susheel Kumar	Instructor	Level-11, Cell-06
4	Sh. Surjeet Kumar	Instructor	Level-11, Cell-06
5	Sh. Vishal	JOA-IT	Level-04, Cell-16
6	Sh. Suresh Kumar	JOA-IT	Level-04, Cell-16
7	Sh. Abhishek Choudhary	JOA-IT	Level-04, Cell-01 (60% of Basic Pay-Contractual Employee)
8	Sh. Anil Kumar	JOA (IT)	Level-04, Cell-01 (60% of Basic Pay-Contractual Employee)
9	Sh. Mohan Lal	Mali	Level-01, Cell-08
10	Sh. Des Raj	Chowkidar	Level-01, Cell-06

### **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**

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	01 Salaries & DA	50,00,000-00
2	02 Wages	00-00
3	04 Travel Expense	10408-00
4	05 Office Expense	50,000-00
5	06 Medical Reimbursement	7298-00
6	31 Machinery & Equipment's (Demand No. 32)	5000-00
7	33 Material & Supplies	50,000-00
8	65 Remuneration to Outsourced employees	00-00
9	99 Honorarium	1,00,000-00

**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.soaitigarnota.ac.in](http://www.soaitigarnota.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	PhoneNo.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Manish Kumar Rana	Public Information Officer	94180-16812	<a href="mailto:soaitigarnota@gmail.com">soaitigarnota@gmail.com</a>

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

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

**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.soaitigarnota.ac.in](http://www.soaitigarnota.ac.in)

## **1.2 Public Private Partnerships**

State of Art ITI Garnota 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 Web site in the RTI Tab.

## **1.5 CAG & PAC Para's**

Detail CAG & PAC Para's 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.

**Organization Chart of SOA Govt. ITI Garnota.**

