

## 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. Industrial Training Institute, Mashobra
Establishment and Address	2016, Govt. ITI Mashobra, Tehsil &, Distt. Shimla, HP-171007 E-mail:- <a href="mailto:itimashobra@gmail.com">itimashobra@gmail.com</a>
Contact No.	0177-2740881
Web Site	<a href="http://www.itimashobra.edu.in">www.itimashobra.edu.in</a>
Code allotted by the DGT	GR0000257

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Mashobra	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Mashobra.	<ol style="list-style-type: none"><li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li><li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li><li>3. Training programmes are carried out according to schemes.</li><li>4. Raw materials are purchased in time and duly supplied.</li><li>5. Machine and equipment are properly maintained.</li><li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li><li>7. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.</li><li>8. Proper discipline is maintained in the institute.</li><li>9. There is close relationship between the trainees and the instructional staff.</li><li>10. Proper follow-up is maintained of the passed out trainees.</li></ol>

			<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	Information communication Technology system Maintenance trade	To impart knowledge & skill to the trainees of ICTSM trade.	-do-
4	Welder trade	To impart knowledge & skill to the trainees of ICTSM trade.	-do-
5	Sewing Technology trade	To impart knowledge & skill to the trainees of Sewing Technology trade.	-do-
6	Workshop	Imparting Skill training to trainees	Workshop
7	IT Lab	To teach related to Computer	IT Lab
	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>	Sh. Gulab Singh Thakur
<b>Designation</b>	<b>Principal</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 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>	Sh. Rajender singh
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	<p>Group Instructor 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></p> <p><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, Follow-up register and other sectional records in accordance with instructions.</li> <li>3. checking and correcting of theory notes, practical work 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> </ol>
<b>Designation</b>	<b>Superintendent Grade-II</b>
<b>Duties</b>	<p>Superintendent Grade-II supervise work of the Ministerial staff posted in the institute and submit their cases to the Principal. He /She also 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 Establishment,</li> <li>(ii) To deal with seat of Accounts,</li> <li>(iii) To manage/deal with seat of Cash etc</li> </ol>

<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
Duties	(1) 01 No. Post of Sr. Assistant is lying vacant (2) 02 Nos. posts of Clerk are lying vacant (3) Sh. Suraj Singh, Trainer I.T. Lab is performs the duties assigned by the head of the institute i.e., (i) To Deal with seat of Training and Store, Diary & Dispatch etc.

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### **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

### **Section 4(1)(b)(vi)**

#### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Procedure to obtain the documents</b>
<b>1</b>	<b>2</b>	<b>3</b>
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	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

## 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 ITI Mashobra	Act As
1	Sh Rajender Singh (Group Instructor)	Nodal officer
2	Sh. Desh Raj (Instructor ICTSM)	Member
3	Sh. Bhunesh Kumar(Instructor Electrician)	Member
4	Smt. Rita Chauhan (Instructor Math's)	Member
5	Sh. Shashi Chauhan (Instructor ICTSM)	Member
6	Sh.Jitender Kumar (Instructor Welder	Member
7	Sh.Chetan Sharma(Instructor E/D)	Member
8	Sh.Vivek Mokta ( 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	Smt. Rita Chauhan (Instructor Math's)	Nodal Officer
2	Smt. Praveen Negi (Supdt.)	Member
3	Sh. Rajender Singh (Group Instructor)	Member
4	Smt. Meera Devi Peon	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Praveen Negi	Office Supdt.
2	Sh. Rajender Singh	Group Instructor
3	Sh. Bhunesh Kumar	Instructor Electrician (member)
4	Sh. Desh Raj	Instructor ICTSM (member)
5	Sh.Shashi Kishore	Instructor ICTSM (member)
6	Sh. Jitender Kumar	Instructor Welder(member)
7	Sh. Suraj Singh	Trainer IT (member)
8	Class representative from each trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Mashobra	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.

<b>Sr. No.</b>	<b>Employee &amp; designation</b>	<b>Act As</b>
1	Group Instructor	Member secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

12. Electrol Literacy Club (ELC)

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation / Trade name</b>	<b>Duty Assign</b>
1	Sh. Gulab Singh Thakur	Principal	Nodal Officer
2	Sh. Rajender Singh	Group Instructor	Member
3	Sh. Bhunesh Kumar	Instructor Electrician	Member
4	Sh.Desh Raj	Instructor Welder	Convenor
5	Sh. Suraj Singh	Trainer IT Lab	Member
6	Ms.Sapna	Trainee Sewing Tech	Member
7	Mr. Aman Sharma	Trainee Electrician-II	Member
8	Mr. Vikas	Trainee Electrician-I	Member
9	Mr.Kamal	Trainee ICTSM-I	Member
10	Mr. Ankit	Trainee ICTSM-II	Member
11	Mr.Kewal Kishore	Trainee Welder	Member

13. Admission Committee.

<b>Sr. No.</b>	<b>Name of Committee members</b>	<b>Designation</b>
1	Sh. Rajender Singh	Group Instructor (Member Secretary)
2	Sh. Desh Raj	Instructor ICTSM (Member)
3	Smt. Rita Chauhan	Instructor Maths (Member)
4	Sh.Vivek Mokta	Instructor Emp.Skill (Member)
5	Sh. Suraj Singh	Trainer IT Lab (member) (D.A./Cashier)
6	Sh. Pyare Lal	Workshop attendant (member)
7	Sh. Vinod Kumar	Peon 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	Gulab Singh Thakur	Principal	0177-2740881	<a href="mailto:itimashobra@gmail.com">itimashobra@gmail.com</a>
2	Rajender Singh	Group Instructor	-do-	-do-
3	Praveen Negi	Superintendent Gr.-II	-do-	-do-
4	Desh Raj	Instructor (ICTSM)	-do-	-do-
5	Bhunesh Kumar	Instructor (Electrician)	-do-	-do-
6	Shashi Kishore	Instructor (ICTSM)	-do-	-do-
7	Jitender Kumar	Instructor (Welder)	-do-	-do-
8	Rita Chauhan	Instructor Math's	-do-	-do-
9	Chetan Sharma	Instructor Engg.Drawing	-do-	-do-
10	Vivek Mokta	Instructor Employability Skill	-do-	-do-
11	Suraj Singh	Tainer (IT Lab) (Outsource Basis)	-do-	-do-
12	Pyare Lal	Workshop Attendant	-do-	-do-
13	Vinod Kumar	Peon	-do-	-do-
14	Meera Devi	Peon cum Mali	-do-	-do-
15	Rahul	Chowkidar (Outsource basis)	-do-	-do-
16	Nihal Chand	Chowkidar (Outsource basis)	-do-	-do-
17	Ranjana Kumari	Sweeper (Outsource basis)	-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. Gulab Singh Thakur	Principal	(48700-154300) Level-16
2	Sh. Rajender Singh	Group Instructor	(43000-136000) Level-12
3	Sh. Praveen Negi	Superintendent Gr.-II	(43000-136000) Level-12
4	Sh. Desh Raj	Instructor (ICTSM)	(38500-122700) Level-11
5	Sh. Bhunesh Kumar Jodhta	Instructor (Electrician)	(38500-122700) Level-11
6	Sh. Shashi Chauhan	Instructor (ICTSM)	(38500-122700) Level-11
7	Sh. Jitender Kumar	Instructor (Welder)	(38500-122700) Level-11
8	Smt. Rita Chauhan	Instructor (Math's)	(38500-122700) Level-11
9	Sh. Chetan Sharma	Instructor E/D	(38500-122700) Level-11
10	Sh. Vivek Mokta	Instructor Emp.Skill	(38500-122700) Level-11
11	Sh. Pyare Lal	Workshop Attendant	(18000-56900) Level-1
12	Smt. Meera Devi	Peon cum Mali	(18000-56900) Level-1
13	Sh. Vinod Kumar	Peon	(18000-56900) Level-1

### 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	8930334.00
2	02 Wages	0.00
3	04 Travel Expense	8107.00
4	05 Office Expense	200000.00
5	06 Medical Reimbursement	64626.00
6	07 R.R &T	700000.00
7	31 Machinery & Equipment's	0.00
8	33 Material & Supplies	50000.00
9	65 Remuneration to Outsources employees	508893.00

**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.itimashobra.edu.in](http://www.itimashobra.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 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. Gulab Singh Thakur, Principal	Public Information Officer	0177-2740881	<a href="mailto:itimashobra@gmail.com">itimashobra@gmail.com</a>

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

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

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## **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.itimashobra.edu.in](http://www.itimashobra.edu.in)

### **1.2 Public Private Partnerships**

Govt. ITI Mashobra 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.

