

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	Kanwar Durga Chand Govt. ITI Balakrupi
Establishment and Address	2007, Kanwar Durga Chand Govt. ITI Balakrupi, V.P.O. Balakrupi, Tehsil Jaisinghpur, Distt. Kangra, HP-176082 E-mail:- principalitibalakrupi@gmail.com
Contact No.	01894-293400, 80910-96867
Web Site	www.itibalakrupi.edu.in
Code allotted by the DGT	GR02000162

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Balakrupi	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Balakrupi.	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.


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			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	Tool & Die Maker trade	To impart knowledge & skill to the trainees of Tool & Die Maker trade	Teaching, conducting examination, conducting evaluation, seminars.
3	Solar Electrician (Electrical) trade	To impart knowledge & skill to the trainees of Solar Electrician (Electrical) trade.	-do-
4	Computer Operator & Programming Assistant trade	To impart knowledge & skill to the trainees of Computer Operator & Programming Assistant trade.	-do-
5	Workshop	Imparting Skill training to trainees	Serve as practical learning environments where the students gain hands on experience in their respective trades.
6	IT Lab	To teach related to Computer	Provides students with hands –on experience in computer-based applications and digital skills relevant to their trade.
7	Library	Issuing books to trainees and the faculty, book keeping and maintenance.	Book keeping and purchasing new books & maintaining of the records.


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Section 4(1)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES: -

Name	Er. Sunil Kumar
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	Sh. Ravinder Kumar
Designation	Group Instructor
Duties	Group Instructor ITI is responsible for the following: 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.


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Designation	Instructor/Trainer
Duties	Instructor The Instructors will be responsible for 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 -

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Designation	Junior Office Assistant/ Clerk (NA)
Duties	NA
Designation	Data Entry Operator (Additional In-Charge of Clerk & Office)
Duties	(1) Supervise 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. (2) Smt. Usha Kumari performs the duties assigned by the head of the institute i.e. (i) To deal with seat of Establishment, (ii) To deal with seat of Accounts, (iii) To manage/deal with seat of Cash etc. (3) Smt. Usha Kumari performs the duties assigned by the head of the institute i.e., (i) To Deal with seat of Training etc. (4) Smt. Usha Kumari performs the duties assigned by the head of the institute i.e., (i) To deal with seat of Diary & Dispatch etc.

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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, 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

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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	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	Not Applicable

Section 4(1)(b)(vii)

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

Not Applicable


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Section 4(1)(b)(viii)

Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee.

Sr. No.	Name of Officials with Designation	Act As
1	Er. Sanjeev Sahotra, Principal	Chairman
2	Er. Sunil Kumar, Principal	Member Secretary
3	Sh. Ravinder Kumar, Group Instructor	Member
4	Smt Usha Kumari, D.E.O.	Member

2. Hostel Management Committee.

Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Balakrupi	Act As
1	Sh. Ravinder Kumar G.I.	Nodal officer
2	Sh. Ravinder Kumar Inst. TDM	Member
3	Smt. Shikha Choudhary Trainer COPA	Member
4	Smt. Usha Kumari DEO	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. Shikha Choudhary Trainer COPA	Convener
2	Sh. Ravinder Kumar Inst. TDM	Member
3	Smt. Usha Kumari DEO	Member


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6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ravinder Kumar G.I.	Nodal officer
2	Sh. Ravinder Kumar Inst. TDM	Member
3	Smt. Usha Kumari DEO	Member
	Class representative 02 Nos. from TDM, COPA Trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Balakrupi	Act As
1	Sh. Ravinder Kumar G.I.	Purchase officer
2	Sh. Ravinder Kumar Inst. TDM	Member-1
3	Smt. Usha Kumari DEO	Member-2

11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Sh. Ravinder Kumar G.I.	Purchase officer
2	Sh. Ravinder Kumar Inst. TDM	Member-1
3	Smt. Usha Kumari DEO	Member-2

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Smt. Shikha Choudhary	Trainer COPA	Nodal Officer
2	Sh. Ravinder Kumar	Inst. TDM	Member
3	Smt. Usha Kumari	DEO	Member

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13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ravinder Kumar G.I.	Nodal officer
2	Sh. Ravinder Kumar Inst. TDM	Member
3	Smt. Shikha Choudhary Trainer COPA	Member
4	Smt. Usha Kumari DEO	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	Er. Sunil Kumar	Principal	8091096867	principalitibalakrupi@gmail.com
2	Sh. Ravinder Kumar	Group Instructor	7018170726	-do-
3	Sh. Ravinder Kumar	Instructor (TDM)	9418078012	-do-
4	Smt. Shikha Choudhary	Trainer (COPA)	9816754542	-do-
5	Smt. Usha Kumari	Data Entry Operator	7876181685	-do-
6	Sh. Mithun Kumar	Peon Cum Chowkidar	_9816567333	-do-
7	Sh. Dinesh Kumar	Sweeper	9459080279_	-do-

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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:

S.No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Er. Sunil Kumar	Principal	Level-16, Cell-09
2	Sh. Ravinder Kumar	Group Instructor	Level-14, Cell-22
3	Sh. Ravinder Kumar	Instructor (TDM)	Level-11, Cell-11
4	Sh. Mithun Kumar	Peon Cum Chowkidar	Level-01, Cell-03
5	Sh. Dinesh Kumar	Sweeper	Level-01, Cell-03
6	Smt. Shikha Choudhary	Trainer (COPA)	IMC Contract
7	Smt. Usha Kumari	Data entry operator	Outsourced

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	4227000.00
2	02 Wages	00.00
3	04 Travel Expense	39275.00
4	05 Office Expense	200000.00
5	06 Medical Reimbursement	38358.00
6	31 Machinery & Equipment's	00.00
7	33 Material & Supplies	200000.00
8	65 Remuneration to Outsources employees	19402.00
9	99 Honorarium	00.00

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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.itibalakrupi.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.	Er. Sunil Kumar, Principal	Public Information Officer	8091096867	principalitibalakrupi@gmail.com


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Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

Besides this, information related to Govt. ITI Balakrupi 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.itibalakrupi.edu.in

1.2 Public Private Partnerships

Govt. ITI Balakrupi is not covered under Public Private Partnership Mode.

1.3 Transfer Policy and Transfer Orders

This point comes under the preview of Govt. Transfer Orders as well as Transfer Policy are uploaded on the Departmental Website i.e. <https://www.techedu.hp.gov.in> 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 i.e. <https://www.techedu.hp.gov.in> in the RTI Tab

1.5 CAG & PAC Paras

Detail CAG & PAC Paras has been uploaded on the Departmental Website i.e. <https://www.techedu.hp.gov.in> 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 i.e. <https://www.techedu.hp.gov.in> with specific external links.

1.7 Discretionary and Non-Discretionary Grants

This Institute has received any Grant under Centrally Sponsored Scheme 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.


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