

ITI/KRG/ESTT/RTI/2024-8879

DATED 24-02-2025

To

The Director
Technical Education
Vocational & Industrial Training
Sundernagar, Distt mandi (HP)

Subject: Regarding Judgement of hon'ble supreme court of India on implementation of Suo-moto disclosure under section 4 of RTI Act -2005

Sir,

Kindly refer to the letter received from Director, Technical Education vocational & Industrial Training, Sundernagar, Distt mandi (HP) vide letter no STV(TE)H-G(1)22-RTI/2009-Misc-28273-275/5096-5200 Dated 07-02-2025 on the subject cited above, in this regard the requisite information pertaining of this institute enclosed herewith in the prescribed format. The above is submitted for your kind information and necessary action please.

Yours faithfully



Principal

Govt. Industrial Training Institute
Krishangarh (Kuthar), Distt Solan HP

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.itikrishangarh.edu.in

1.2 Public Private Partnerships

Govt. ITI Krishangarh (Kuthar)not covered under Public Private Partnership Mode.

1.3Transfer 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.**

1.4RTI 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.

1.5CAG & 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 received Grant 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 Krishangarh (Kuthar)
Establishment and Address	2014, Govt. ITI Krishangarh (Kuthar) V.P.O. Kuthar Distt. Solan, HP-173236 E-mail:- itikuthar22@gmail.com
Contact No.	01792-284531
WebSite	https://itikrishangarh.edu.in/
Code allotted by the DGT	GR0000263

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

			<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	MMV Trade	To impart knowledge & skill to the trainees of MMV trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	COPA trade	To impart knowledge & skill to the trainees of COPA 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: -

Name	Sh. Muni Lal
Designation	Principal
Powers	<p>1.To administer the Institution</p> <p>2.To take decisions in Administrative ,Academic & Financial matters.</p>
Duties	<p>1.All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</p> <p>2. Accounts are maintained properly, stores are properly accounted for tend verified periodically, and the purchases are according to specification and in good condition.</p> <p>3. Training Programmes are carried out according to schemes.</p> <p>4. Raw materials are purchased in time and duly supplied.</p> <p>5. Machine and equipment are properly maintained.</p> <p>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</p> <p>7. Ensure that the foremen and supervisors maintain an extremely close supervision on the work of 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>

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</p> <p>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	Superintendent Grade-II
Duties	<p>Superintendent Grade-II 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.</p>

Designation	Junior Office Assistant/ Clerk
Duties	<p>(1) Ms. Sonika Guleria performs the duties assigned by the head of the institute i.e.</p> <ul style="list-style-type: none">(i) To deal with seat of Establishment,(ii) To deal with seat of Accounts,(iii) To manage/deal with seat of Cash etc. <p>(2) performs the duties assigned by the head of the institute i.e.,(i) To Deal with seat of Training and Store etc.</p> <p>(3) the duties assigned by the head of the institute i.e., (i) 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, 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	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 log book (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, workorder, store return book	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counseling.	
22	Files relatedto Building 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.

Sr. No.	Officials of ITI Krishangarh (Kuthar)	Act As
1	Kailash Kumar Sharma	Chairman
2	Sh. Muni Lal Principal	Member Secretary
3	Sh. Ramesh Chand	Member
4	Sh. Rudhar Singh	Member
5	Sh. Ravi Raj Desai	Member
6	Senior Instructor	Member
7	Representative from DTE	Member
8	Representative from GSSS Kuthar	Member
9	Representative from Employment exchange	Member
10	Student of IMC	Member

2. Hostel Management Committee. Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Krishangarh (Kuthar)	Act As
1	Sh. Muni Lal Principal	Nodal officer
2	Smt. Sonika Guleria, Instructor	Member
3	Sh. Chander Shekhar, , Instructor	Member
4	Sh. Vivek Kumar, , Instructor	Member
5	Sh. Har Gopal , Workshop attendant	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. Muni Lal Principal	Nodal officer
2	Smt. Sonika Guleria, Instructor	Member
3	Sh. Chander Shekhar, , Instructor	Member
4	Sh. Vivek Kumar, , Instructor	Member
5	Sh. Har Gopal , Workshop attendant	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Muni Lal Principal	Nodal officer
2	Smt. Sonika Guleria, Instructor	Member
3	Sh. Vivek Kumar, , Instructor	Member
4	Class representative from each trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Krishangarh (Kuthar)	Act As
1	Sh. Muni Lal Principal	Purchase officer
2	Smt. Sonika Guleria, Instructor	Member
3	Sh. Chander Shekhar, , Instructor	Member
4	Sh. Vivek Kumar, , Instructor	Member

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. Electro Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Muni Lal	Principal	Nodal Officer
2	Smt. Sonika Guleria	Instructor Maths	Member
3	Sh. Chander Shekhar	Instructor COPA	Member
4	Sh. Vivek Kumar	Instructor MMV	Member
5	Sh. Har Gopal ,	Workshop attendant	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Muni Lal Principal	Principal (Member Secretary)
2	Smt. Sonika Guleria	Instructor Math , Member
3	Sh. Chander Shekhar	Instructor COPA, Member
4	Sh. Vivek Kumar	Instructor MMV, Member
5	Sh. Har Gopal	Work Shop attendant, Member
6	Sh. Ravinder Kumar	Sweeper 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	5
1	Sh. Muni Lal Principal	Principal	01792-284531	Itikuthar22@gmail.com
2	Smt. Sonika Guleria	Instructor Math	--do--	--do--
3	Sh. Chander Shekhar	Instructor Math	--do--	--do--
4	Sh. Vivek Kumar	Instructor Math	--do--	--do--
5	Sh. Har Gopal	Instructor Math	--do--	--do--
6	Sh. Laiq Ram	Chokidar	--do--	--do--
7	Sh. Hari Krishan	Chokidar	--do--	--do--
8	Sh. Ravinder Kumar	Sweeper	--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 IT SREGULATIONS:

Sr.No.	Name Officer/Official	Designation	PayScale(AsperHP Civil Services Revised payRules 2022)
1	Sh. Muni Lal Principal	Principal	Level-16, C
2	Smt. Sonika Guleria	Instructor Math	Level-11
3	Sh. Chander Shekhar	Instructor Math	Level-11
4	Sh. Vivek Kumar	Instructor Math	Level-11
5	Sh. Har Gopal	Instructor Math	Level-11
6	Sh. Laiq Ram	Chokidar	Outsourced
7	Sh. Hari Krishan	Chokidar	Outsourced
8	Sh. Ravinder Kumar	Sweeper	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	3025868
2	02 Wages	0
3	04 Travel Expense	14705
4	05 Office Expense	83503
5	06 Medical Reimbursement	8339
6	07 Rent Rate and Taxes	450000
7	30 Motor Vehicle	30000
6	31 Machinery & Equipment's	10000
7	33 Materia l& Supplies	20000
8	65 Remuneration to Outsources employees	239738
9	99 Honorarium	150000

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 ORHELDBYIT, REDUCED IN AN ELECTRONIC FORM:-

All the relevant details including the procurement ,tender and student matter are made available on the website www.itikrishangarh.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	PhoneNo.	E-Mail
1.	Smt. Samritika	FirstAppellateAuthority	01907-266572	techedu-hp@nic.in
2.	Smt. Sonika Guleria	Public Information Officer	01792-284531	itikuthar22@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

Besides this, information related to Govt. ITI Krishangarh (Kuthar) can be viewed on the official website of the institute.