**OFFICE OF THE PRINCIPAL**

**STATE OF THE ART, INDUSTRIAL TRAINING INSTITUTE**

**CHHATRI, DISTT. MANDI, HIMACHAL PRADESH-175047**

**Email:** [**stateitichhatri@gmail.com**](mailto:stateitichhatri@gmail.com) **Phone: 7018796728**

**NO: SOA/ITI/ Chhatri/ RTI File/2018-66 Date: 10/02/2025**

# To,

# The Director

# Technical Education

# Vocational & Industrial Training

# Sundernagar Himachal Pradesh

# Subject: Regarding information about Judgement of Honble Supreme Court of India on Implementation of Suo-Moto disclosure under Section4 of the RTI Act 2005

# Respected Sir,

# Kindly refer to the Director Technical Education Vocational & Industrial Training HP Sundernagar Letter No. STV(TE)H-G(1)22-RTI/2009-Misc-28273-275-5096-5200 Dated 07/02/2024 dated on the above cited subject,the requisite information of our Institute provided for your kind information & necessary action please.

# Yours Faithfully

# Principal

# State of Art

# Inustrial Training Institute Chhatri

# Distt Mandi HP-175047

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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.soaitichhatri.in

# 1.2 Public Private Partnerships

State of Art ITI Chhatri 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.**

# 1.4 RTI Applications

# Detail of Applications received seeking information under RTI Act, 2005 in the Institute has been uploaded on the Departmental Websitein the RTI Tab.

# 1.5CAG & PAC Paras

# Detail CAG & PAC Parashas been uploaded on the Departmental Website in the RTI Tab.

# 1.6 Citizens Charter

# Detail of Training facilities available to the youth of the Stateviz. 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 Section4(1)(b)of Right toInformation Act, 2005

**Section 4(1)(b)(i)**

**Theparticularsofitsorganization,functionsandduties:-**

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| --- | --- |
| Name of organization | State of Art Industrial Training Institute Chhatri |
| Establishmentand Address | State of Art Industrial Training Institute Chhatri Distt Mandi HP-175047 |
| WebSite | www.soaitichhatri.in |
| Code allotted by the DGT | GR02000286 |

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| --- | --- | --- | --- |
| Sr. No. | Section | Function | Duties |
| **1.** | Office of the Principal SOA ITI Chhatri | Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to SOA ITI Chhatri. | 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** | Electrician trade | To impart knowledge & skill to the trainees of Electrician trade. | Teaching, conducting examination, conducting evaluation, seminars. |
| 3 | Workshop | Imparting Skill training to trainees | Workshop |
| 4 | IT Lab | To teach related to Computer | IT Lab |
| 5 | 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. Narotam Ram Rao** |
| **Designation** | **Principal** |
| **Powers** | 1.ToadministertheInstitution |
| 2.TotakedecisionsinAdministrative,Academic&Financialmatters. |
| **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 tand 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. |

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| **Name** | **Sh. Kunj Bihari** |
| **Designation** | **Group Instructor** |
| **Duties** | Group InstructorITIisresponsibleforthefollowing:   1. Proper coordination is maintained in all the sections and the training programme is carried out efficientlyby 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** |
| **Duties** | **Vipan Kumar Instructor (Electrician)**  **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/Sh. Roop Lal** |
| Duties | 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.  And also deal with seat of Establishment |

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| **Designation** | **Junior Office Assistant** |
| Duties | 1. Sh. Bihari Lal , JOA(IT) performs the duties assigned by the head of the institute i.e.      1. To deal with seat of Accounts, 2. To manage/deal with seat of Cash etc.   (iv) To Deal with seat of Training and Store etc.  (v) To deal with seat of Diary & Dispatch etc. |

**Section 4(Section4(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)**

THENORMSSETBYITFORTHEDISCHARGEOFITSFUNCTIONS:-

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,HELDBY IT OR UNDER ITSCONTROL OR USED BY ITS EMPLOYEES FORDISCHARGING 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 BYITORUNDER ITS CONTROL :**

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| --- | --- | --- |
| **Sl.No.** | **Category of the document** | **Procedure to obtain the documents** |
| **1** | **2** | **3** |
| 1 | BankPass 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 | DFCR |
| 7 | Cash-Books |
| 8 | Admission registers |
| 9 | Admission registers |
| 10 | Placement Record |
| 11 | Trainees Result |
| 12 | Duty attendance |
| 13 | Files related to budget,correspondence |
| 14 | Files& documents related to building, Academic,Examination DET | The Documents can be obtained from concerned officer In-charges |
| 15 | 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 |
| 16 | Files related to trainees Admission Counseling |
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**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.

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| --- | --- | --- |
| **Sr. No.** | **Officials of State of Art ITI Chhatri** | **Act As** |
| 1 | Sh. Kunj Bihari G.I. | Nodal officer |
| 2 | Sh. Vipan Kumar Inst. Electrician | Member |
| 3 | Sh. Roop Lal Supdt-II | Member |
| 4 | Sh. Bihari Lal JOA(IT) | Member |

1. **Quarters Allotment Committee**. Not Applicable, since no quarter available.
2. **Student Welfare Fund Committee**.

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| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Roop Lal | Office Supdt-II. |
| 2 | Sh. Kunj Bihari | Group Instructor |
| 3 | Sh. Vipan Kumar | Instructor Electrician (member) |
| 4 | Sh. Bihari Lal | JOA(IT) |
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1. **Purchase committee of the institute**.

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| **Sr. No.** | **Officials of State of Art ITI Chhatri** | **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**.

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| --- | --- | --- |
| **Sr. No.** | **Employee & designation** | **Act As** |
| 1 | Group Instructor | Member secretary |
| 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. Narotam Ram Rao | Principal | Nodal Officer |
| 2 | Sh. Kunj Bihari | Group Instructor | Member |
| 3 | Sh. Roop Lal | Supdt-II | Member |
| 4 | Sh. Vipan Kumar | Instructor Electrician | Member |
| 5 | Sh. Bihari Lal | Junior Office Assistant(IT) | Member |

13. **Admission Committee.**

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| --- | --- | --- |
| **Sr. No.** | **Name of Committee members** | **Designation** |
| 1 | Sh. Kunj Bihari | Group Instructor (Member Secretary) |
| 2 | Sh. Roop Lal | Supdt-II |
| 3 | Sh. Vipan Kumar | Instructor (Electrician) |
| 4 | Sh. Bihari Lal | JOA (IT) Member (Cashier) |

**Section 4(1)(b)(ix)**

Directory of Officers and employees:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the staff member (Sh./Smt.)** | **Designation** | **Office Ph.No/Mobile No.** | **Email** |
| 1 | 2 | 3 | 4 | 6 |
| 1 | Narotam Ram Rao | Principal/DDO | 7018796728 | stateitichhatri@gmail.com |
| 2 | Kunj Bihari | Group Instructor | -do- | [-do-](mailto:sh.rajindersharma@gmail.com) |
| 3 | Roop Lal | Superintendent Gr.-II | -do- | [-do-](mailto:atishrestha@gmail.com) |
| 4 | Vipan Kumar | Instructor (Electrician) | -do- | [-do-](mailto:guptarajni26@gmail.com) |
| 5 | Bihari Lal | Junior Office Assitant (IT) | -do- | [-do-](mailto:mehta_preeti1@yahoo.co.in) |
| 6 | Ram Lal | Peon | -do- | [-do-](mailto:uppal.lalit@gmail.com) |
| 7 | Noor Chand | Chowkidar | -do- | [-do-](mailto:jagmel.danoda@gmail.com) |
| 8 | Mangat Ram | Chowkidar | -do- | [-do-](mailto:amargoyal1981@gmail.com) |
| 9 | Rahul | Peon | -do- | [-do-](mailto:reply2lalit@gmail.com) |
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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:

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| --- | --- | --- | --- |
| **Sr.No.** | **Name Officer/Official** | **Designation** | **Pay Scale(As per HP Civil Services Revised pay Rules 2022)** |
| 1 | Sh. Narotam Ram Rao | Principal | Level-16 |
| 2 | Sh. Kunj Bihari | Group Instructor | Level-12 |
| 3 | Sh. Roop Lal | Superintendent Gr.-II | Level-12 |
| 4 | Sh. Vipan Kumar | Instructor (Electrician) | Level-11 |
| 5 | Sh. Bihari Lal | Junior Office Assistant(IT) | Level-04 |
| 6 | Sh. Ram Lal | Peon | Level-01 |
| 7 | Sh. Noor Chand | Chowkidar | Level-01 |
| 8 | Sh. Mangat Ram | Chowkidar | Level-01 |
| 9 | Sh. Rahul | Peon | Level-01 |
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**Section 4(1)(b)(xi)**

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THEPARTICULARS 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 | 3553986.00 |
| 2 | 04-TravelExpense | 1176.00 |
| 3 | 05-OfficeExpense | 403463.00 |
| 4 | 06- Medical Reimbursement | 4191.00 |
| 5 | 07- RRT | 100000.00 |
| 6 | 33-Material&Supplies | 355000.00 |
| 7 | 65- Remuneration to Outsources employees | 49694.00 |
|  |  |  |
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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**

NotApplicable

**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.stateitichhatri@gmail.com

**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 | https://mail.google.com/mail/u/0/images/cleardot.giftechedu-hp@nic.in |
| 2. | Sh.Narotam Ram Rao, Principal | Public Information  Officer | 7018796728 | [stateitichhatri@gmail.com](mailto:stateitichhatri@gmail.com) |

**Section 4(1)(b)(xvii)**

**OTHER INFORMATION PRESCRIBED: -**

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