

**OFFICE OF THE PRINCIPAL
STATE OF THE ART, INDUSTRIAL TRAINING INSTITUTE
CHHATRI, DISTT. MANDI, HIMACHAL PRADESH-175047**

Email: 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
Industrial Training Institute Chhatri
Distt Mandi HP-175047

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.

1.3 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 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 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.

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

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.	<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.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	<u>Sh. Narotam Ram Rao</u>
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	<u>Sh. Kunj Bihari</u>
Designation	Group Instructor
Duties	Group Instructor He is responsible for the following: <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>Vipan Kumar Instructor (Electrician) 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/Sh. Roop Lal
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> <p>And also deal with seat of Establishment</p>

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

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)

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/TORUNDER ITS CONTROL :

Sl.No. 1	Category of the document 2	Procedure to obtain the documents 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	

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 ITI Chhatri	Act As
1	Sh. Kunj Bihari G.I.	Nodal officer
2	Sh. Vipin Kumar Inst. Electrician	Member
3	Sh. Roop Lal Supdt-II	Member
4	Sh. Bihari Lal JOA(IT)	Member

4. **Quarters Allotment Committee.** Not Applicable, since no quarter available.

5. **Student Welfare Fund Committee.**

Sr. No.	Name of Committee members	Designation
1	Sh. Roop Lal	Office Supdt-II.
2	Sh. Kunj Bihari	Group Instructor
3	Sh. Vipin Kumar	Instructor Electrician (member)
4	Sh. Bihari Lal	JOA(IT)

6. **Purchase committee of the institute.**

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.**

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. Vipin Kumar	Instructor Electrician	Member
5	Sh. Bihari Lal	Junior Office Assistant(IT)	Member

13. **Admission Committee.**

Sr. No.	Name of Committee members	Designation
1	Sh. Kunj Bihari	Group Instructor (Member Secretary)
2	Sh. Roop Lal	Supdt-II
3	Sh. Vipin 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-
3	Roop Lal	Superintendent Gr.-II	-do-	-do-
4	Vipan Kumar	Instructor (Electrician)	-do-	-do-
5	Bihari Lal	Junior Office Assitant (IT)	-do-	-do-
6	Ram Lal	Peon	-do-	-do-
7	Noor Chand	Chowkidar	-do-	-do-
8	Mangat Ram	Chowkidar	-do-	-do-
9	Rahul	Peon	-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. 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. Vipam 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

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	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

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	techedu-hp@nic.in
2.	Sh.Narotam Ram Rao, Principal	Public Information Officer	7018796728	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.