

**“Office of the Principal”**  
**Govt. Industrial Training Institute, Pubowal District Una (H.P)**  
**Email : [itipubowal@yahoo.in](mailto:itipubowal@yahoo.in)**

**Disclosure Under Section 4(1) (b) of Right to Information Act, 2005**  
**Section 4(1)(b)(i)**

The particulars of this organization, functions and duties:-

Name of organization	Govt. ITI Pubowal
Establishment and Address	Govt. ITI , VPO Pubowal, Teh Haroli Distt Una (H.P) Pin-174503
Contact No.	9418018621
Web Site	<a href="http://www.itipubowal.edu.in">www.itipubowal.edu.in</a>
Code allotted by the DGT	GR02000291

Sr.No.	Section	Function	Duties
1.	Office of the Principal Govt. ITI Pubowal	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc.	<ul 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> </ul>

			<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, 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.	MMV Trade	To impart knowledge & skill to the trainees of MMV Trade.	Teaching, conducting examination, conducting evaluation, seminars.
4.	Mech R & AC Technician Trade	To impart knowledge & skill to the trainees of R&AC Trade.	Teaching, conducting examination, conducting evaluation, seminars.
5.	Sewing Technology Trade	To impart knowledge & skill to the trainees of Sewing Technology Trade.	Teaching, conducting examination, conducting evaluation, seminars.
6.	Workshop	For Practical	Trade Practicals
7.			
8.	IT Lab	To teach related to Computer	IT Lab
9.	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	S.L. KALIA
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 Group Instructor 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.
	14. Plan for the further progress of the Institute.

Name	<b>Post not created/ Available in the Institute</b>
Designation	Group Instructor
Powers	-----X-----X----- -----X-----X-----
Duties	<p>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.</p> <p>2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</p> <p>3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</p> <p>4. Safety precautions are observed in the workshop.</p> <p>5. Sections function strictly according to the time schedule laid down and proper discipline maintained.</p> <p>6. Supervision of weekly training work of the Trades.</p> <p>7. Physical verification of Store as well as Trades.</p>

Designation	Instructor
Duties	<p>1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</p> <p>2. Maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</p> <p>3. Checking and correcting of theory notes, practical work and journals of</p>

	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.
	9. Maintain Discipline.

Designation	Superintendent Grade-II ( <b>Post not available in this Institute</b> )
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.

Designation	Junior Office Assistant / Clerk
Duties	To deal with seat of Training
	To deal with seat of Establishment
	To Deal with seat of Accounts
	To deal with seat of Diary & Dispatch
	To deal with seat of Store
	To deal with seat of Office
	To deal with seat of SWF

### **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 IT FUNCTIONS:-**

The norms set by Govt. from time to time by Govt. Gazette notification, by DGT 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

Services 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.	Bank Pass Book	
2.	Service Book	
3.	Personal Files	
4.	Diary and Dispatch Registers	
5.	Bill Register	
6.	Book of Drawl Register	
7.	DCR	
8.	Cash Book	
9.	Admission Registers	
10.	Demand Book	
11.	Placement Record	
12.	Trainees Result	
13.	Vehicle Logbook (where vehicle is available)	
14.	Duty Attendance	
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, 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.	

The Documents can be obtained from concerned officer In-charges

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

#### **Details of constructive committees and other bodies State Fee Regulatory Committee (SFRC)**

**Not Applicable**

## Section 4(1)(b)(viii)

### **Boards, Councils, Committees & Other Bodies Constituted**

1.	Institutional Management Committee.	N/A
2.	Hostel Management Committee.	Hostel not Available in the Institute.
3.	Anti-ragging Committee.	Constituted and working in the Institute

Sr.No.	Officials of ITI	Act As
1.	Sh. Snadeep Kumar Inst MMV	Committee Head
2.	Sh. Rakesh Kumar Inst. Electrician	Member
3.	Sh. Pankaj Kumar Inst R & AC	Member

4.	Quarters Allotment Committee.	Quarter not Available
5.	Sexual Harassment Committee / Women Cell.	Constituted

Sr.No.	Officials and Designation	Act As
1.	Smt. Sunita Devi, Group Instructor Govt. ITI Pandoga	Presiding Officer
2.	Sh. Pankaj Kumar Instructor R & AC	Member
3.	Smt. Santosh Kumari Instructor SOT	Member

6. Student Welfare Fund Committee.

Sr.No.	Name of Committee Members	Designation
1.	Sh. Pankaj Kumar Inst R & AC	Committee Head
2.	Sh. Inderjit Singh JOA(IT) Cum D/A SWF	Member
3.	Smt. Santosh Kumari Instructor SOT	Member
4.	Mr. Abhishek, Trainee (R & AC)	Member
5.	Mr. Deepak Trainee (R & AC)	Member
6.	Mr. Amandeep Rana Trainee MMV	Member
7.	Mr. Sahil Mohd Trainee Electrician	Member
8.	Mr. Himmat Singh Trainee Eletrician	Member

7. Purchase Committee of the Institute.

Sr.No.	Officials of ITI	Act As
1.	Sr. Inst Electrician Sh. Rakesh Kumar	Committee Head
2.	Concerned Trade Instructors	Member
3.	D/A Store Sh. Ajay Badyal	Member

8. Physical Verification Committee.

Sr.No.	Employee & Designation	Act As
1.	SL Kalia Principal	Committee Head
2.	Sr. Instructor Sh. Rakesh Kumar	Member

3.	All the concerned Trade Instructors	Member
4.	D/A Store	Member

9. Electrol Literacy Club (ELC)

Sr.No.	Name of Committee Members	Designation / Trade Name	Duty Assigned
1.	Sh. Pankaj Kumar	Instructor R & AC	Nodal Officer
2.	Mr. Tajender Singh	Trainee MMV	Member
3.	Mr. Aman Deep Rana	Trainee MMV	Member

10. Admission Committee.

Sr.No.	Name of Committee Members	Designation
1.	Sh. Pankaj Kumar Instructor R & AC	Committee Head
2.	Sh. Sandeep Kumar Instructor MMV	Member
3.	Smt. Santosh Kumari Instructor SOT	Member
4.	Sh. KApil Dev Sharma Instructor Math/Drg	Member
5.	Sh. Kripal Singh D/A Traning	Member
6.	Sh. Inderjit Singh D/A SWF	Member

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

**Directory of Officers and Employees :-**

Sr.No.	Name of the Staff Member (Sh. / Smt.)	Designation	Office Ph. No.	E mail
1	2	3	4	5
1.	Sh. SL Kalia	Principal	9418018621	itipubowal@yahoo.in
2.	Sh. Rakesh Kumar	Instructor Electrician	N/A	-do-
3.	Sh. Kapil Dev Sharma	Instructor Math & Drg	-do-	-do-
4.	Smt. Santosh Kumari	Instructor SOT (Emb)	-do-	-do-
5.	Sh. Pankaj Kumar	Instructor R & AC	-do-	-do-
6.	Sh. Sandeep Kumar	Instructor MMV	-do-	-do-
7.	Sh. Jagtar Singh	Instructor Employability Skill	-do-	-do-
8.	Sh. Kripal Singh	Clerk	-do-	-do-
9.	Sh. Ajay Badyal	Clerk	-do-	-do-
10.	Sh. Inderjit Singh	JOA(IT)	-do-	-do-
11.	Sh. Vikas Kumar	Chowkidar	-do-	-do-
12.	Sh. Amrik Singh	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 ITS REGULATIONS :**

Sr.No.	Name of Officer / Official	Designation	Pay Scale (As per HP Civil Service Revised pay rules 2022)
1.	Sh. SL Kalia	Principal	48700-154300, L-16
2.	Sh. Rakesh Kumar	Instructor Electrician	38500-122700, L-11
3.	Sh. Kapil Dev Sharma	Instructor Math & Drg	38500-122700, L-11
4.	Smt. Santosh Kumari	Instructor SOT (Emb)	38500-122700, L-11
5.	Sh. Pankaj Kumar	Instructor R & AC	38500-122700, L-11
6.	Sh. Sandeep Kumar	Instructor MMV	38500-122700, L-11
7.	Sh. Jagtar Singh	Instructor Employability Skill	16215 Fixed
8.	Sh. Kripal Singh	Clerk	20200-64000, L-3
9.	Sh. Ajay Badyal	Clerk	20200-64000, L-3
10.	Sh. Inderjit Singh	JOA(IT)	20600-655000, L-4
11.	Sh. Vikas Kumar	Chowkidar (on Outsource)	As per Govt. Daily Rates
12.	Sh. Amrik Singh	Sweeper (on Outsource)	-do-

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

#### **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENTS MADE :-**

##### **Budget Availability Report**

**Financial Year 2024-2025**

Sr.No.	Object Code Description	Amount Allocated
1.	01, Salary	6290206
2.	05, Office Expense	200000
3.	03, T.A	15000
4.	06, Medical Reimbursement	25000
5.	99, Honorarium	300000
6.	65, Remuneration to the Out Source Employees	230000
7.	33, Material & Supply	50000

**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.

**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. SL Kalia	Public Information Officer	8278876411	itipubowal@yahoo.in

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

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