

**Office of the Principal
Government Industrial Training Institute
Joginder Nagar, District Mandi (Himachal Pradesh)**
(E-mail: itijogindernagar@rediffmail.com, Tele fax: 01908 - 299078)
(An ISO 29990: 2010 certified Institute)

No. ITI-JNR/D(7)/ Gen/RTI/2022 314

Dated: - 10/02/25

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 the RTI Act-2005.

Sir,

In compliance to your good office letter no. STV(TE)H-G(1)22-RTI/2009-Misc.28273-275-5096-5200 Dt:07.02.2025 on the subject cited above, in this regard we hereby undertake that we have implemented the judgement of Hon'ble Supreme Court regarding various aspect of the section 4 of the RTI Act in this institute.

This is submitted for your kind information and necessary consideration please.

Yours Faithfully



**(Er. Naveen Kumari)
Principal
Govt. ITI Jogindernagar
Distt. Mandi HP**

Section 4(1)(b)(i)

The particulars of its organization, functions and duties:-

Name of organization	Govt ITI Jogindernagar Distt. Mandi HP
Establishment and Address	Established in the year : 2000 Address : Govt. ITI Jogindernagar, VPO Dohag Teh. Jogindernagar Distt. Mandi HP-175015 (Email ID : itijogindernagar@rediffmail.com)
Contact No.	01908-299078
Web Site	www.itijogindernagar.edu.in
Code allotted by the DGT	GR02000094

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI,-	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Jogindernagar	<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.	Plumber trade	To impart knowledge & skill to the trainees of Plumber trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.


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4	Cosmetology	To impart knowledge & skill to the trainees of Cosmetology trade	Teaching, conducting examination, conducting evaluation, seminars.
5	COPA	To impart knowledge & skill to the trainees of COPA trade	Teaching, conducting examination, conducting evaluation, seminars.
6	Dress Making	To impart knowledge & skill to the trainees of Dress Making trade	Teaching, conducting examination, conducting evaluation, seminars.
7	Fitter	To impart knowledge & skill to the trainees of Fitter trade	Teaching, conducting examination, conducting evaluation, seminars.
8	MMV	To impart knowledge & skill to the trainees of MMV trade	Teaching, conducting examination, conducting evaluation, seminars.
9	Sewing Technology	To impart knowledge & skill to the trainees of Sewing Technology trade	Teaching, conducting examination, conducting evaluation, seminars.
10	SOT (Emb.)	To impart knowledge & skill to the trainees of SOT (Emb.) trade	Teaching, conducting examination, conducting evaluation, seminars.
11	Fashion Design & Technology trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	This trade is not running in this institute.
12	Workshop	Imparting Skill training to trainees	Workshop
13	IT Lab	To teach related to Computer	IT Lab
14	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	Er. Naveen Kumari
Designation	Principal, Govt ITI Jogindernagar
Powers	<p><u>1. Administrative Powers</u></p> <ul style="list-style-type: none"> • Acts as the overall in-charge of the institute. • Implements government policies and training guidelines set by NCVT/SCVT. • Supervises and monitors the performance of teaching and non-teaching staff. • Sanctions leave for staff members within the prescribed norms. • Authorizes the execution of institute development plans. • Ensures compliance with safety, hygiene, and infrastructure maintenance requirements. <p><u>2. Financial Powers</u></p> <ul style="list-style-type: none"> • Responsible for the proper utilization of allocated funds. • Approves expenditure for procurement of training equipment, consumables, and infrastructure development. • Maintains financial records as per government norms and guidelines. • Authorizes maintenance and repair of institute property. • Ensures timely submission of budget proposals and utilization certificates. <p><u>3. Academic Powers</u></p> <ul style="list-style-type: none"> • Ensures effective implementation of the prescribed syllabus and training schedule. • Approves lesson plans, workshop schedules, and practical training modules. • Monitors student attendance, assessment, and examination performance. • Ensures adherence to NCVT/SCVT guidelines for quality training. • Authorizes the use of new teaching methodologies and skill development initiatives. • Establishes collaborations with industries for on-the-job training and apprenticeships.


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4. Disciplinary Powers

- Maintains discipline among students and staff members.
- Handles grievances related to students and employees as per institutional norms.
- Takes necessary action against misconduct, negligence, or non-compliance with rules.
- Ensures a healthy and conducive learning environment in the institute.

5. Industry Collaboration & Placement Powers

- Establishes linkages with industries for apprenticeships and skill training programs.
- Organizes industry visits, guest lectures, and job fairs for student placements.
- Approves Memorandums of Understanding (MoUs) with industry partners.
- Ensures the institute's active participation in government skill development programs.

6. Reporting & Compliance

- Submits regular reports to the Directorate General of Training (DGT), State Directorate, and other authorities.
- Ensures compliance with government policies, training guidelines, and statutory regulations.
- Conducts meetings with faculty, industry representatives, and governing bodies for institutional development.


These powers enable the **Principal of Govt. ITI Jogindernagar** to effectively manage the institution, ensuring quality vocational training and skill development in alignment with national standards.

Duties

As per the **Training Manual for Industrial Training Institutes and Centres** published by the Directorate General of Employment & Training (DGET), the Principal of an Industrial Training Institute (ITI) holds significant responsibilities to ensure the effective functioning of the institution.

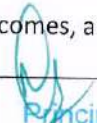
Key Duties of the Principal:

- 1. Administrative Leadership:**
 - Oversee the overall administration of the ITI, ensuring adherence to policies and procedures.
 - Manage the day-to-day operations, including scheduling, resource allocation, and staff coordination.
- 2. Academic Oversight:**
 - Ensure the implementation of the curriculum as prescribed by the National Council for Vocational Training (NCVT) or State Council for Vocational Training (SCTVT).
 - Monitor the quality of training programs and assess the performance of both instructors and trainees.
- 3. Staff Management:**
 - Recruit, train, and evaluate teaching and non-teaching staff.
 - Foster professional development opportunities for staff to enhance their skills and knowledge.
- 4. Financial Management:**
 - Prepare and manage the institute's budget, ensuring optimal utilization of resources.
 - Oversee procurement processes and maintain financial records in compliance with regulations.



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	<p>5. Industry Collaboration:</p> <ul style="list-style-type: none"> ○ Establish and maintain partnerships with industries to facilitate apprenticeship programs and enhance training relevance. ○ Organize industry visits, workshops, and seminars to bridge the gap between training and industry requirements. <p>6. Student Welfare:</p> <ul style="list-style-type: none"> ○ Address student grievances and ensure a conducive learning environment. ○ Promote extracurricular activities and support student development beyond academics. <p>7. Compliance and Reporting:</p> <ul style="list-style-type: none"> ○ Ensure the institute complies with all statutory requirements and standards set by governing bodies. ○ Prepare and submit reports on the institute's performance, achievements, and challenges to the Directorate General of Training (DGT) and other relevant authorities. <p>These duties are designed to ensure that the Principal effectively manages the ITI, providing quality vocational training and contributing to the skill development objectives of the nation.</p>
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Name	This Post is not available (Not- Created) in this institute.
Designation	Group Instructor
Duties	<p>As per the Training Manual for Industrial Training Institutes and Centres published by the Directorate General of Employment & Training (DGET), the Group Instructor (also known as Deputy Training Officer) in an Industrial Training Institute (ITI) holds significant responsibilities to ensure the effective functioning of the institution.</p> <p>Duties of the Group Instructor:</p> <ol style="list-style-type: none"> 1. Administrative Oversight: <ul style="list-style-type: none"> ○ Ensure proper coordination among all sections to facilitate efficient training programs. ○ Conduct regular inspections to monitor the progress of classes and the quality of instruction. ○ Maintain accurate records of trainees' attendance, progress, and assessments. 2. Training Management: <ul style="list-style-type: none"> ○ Oversee the preparation and timely supply of raw materials required for training sessions. ○ Ensure adherence to safety precautions and proper maintenance of workshop equipment. ○ Implement the training schedule strictly, ensuring discipline and punctuality. 3. Instructional Support: <ul style="list-style-type: none"> ○ Conduct model lessons in subjects within their expertise to set teaching standards. ○ Review and provide feedback on lesson plans prepared by instructors to ensure accuracy and effectiveness. ○ Attend and evaluate instructors' classes to ensure adherence to established teaching methodologies. 4. Reporting and Feedback: <ul style="list-style-type: none"> ○ Provide regular feedback to the Principal regarding the performance of instructors and trainees. ○ Identify areas for improvement in training programs and suggest corrective actions. ○ Prepare reports on training activities, outcomes, and any issues encountered.


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Designation	Instructor
Duties	<p>As per the Training Manual for Industrial Training Institutes and Centres published by the Directorate General of Employment & Training (DGET), the Instructors in an Industrial Training Institute (ITI) hold significant responsibilities to ensure the effective functioning of the institution.</p> <p>Key Duties of the Instructors:</p> <ol style="list-style-type: none"> 1. Training Delivery: <ul style="list-style-type: none"> ○ Impart theoretical and practical training to trainees as per the prescribed syllabus. ○ Prepare and deliver lessons using appropriate teaching methods and aids. ○ Conduct practical demonstrations and supervise hands-on training sessions. 2. Assessment and Evaluation: <ul style="list-style-type: none"> ○ Assess trainees' performance through regular tests, assignments, and practical evaluations. ○ Maintain accurate records of trainees' progress and provide timely feedback. ○ Identify and address learning gaps to ensure all trainees achieve the desired competencies. 3. Classroom Management: <ul style="list-style-type: none"> ○ Maintain discipline and a conducive learning environment in the classroom and workshop. ○ Ensure adherence to safety protocols and guidelines during practical sessions. ○ Manage classroom resources effectively to facilitate learning. 4. Curriculum Implementation: <ul style="list-style-type: none"> ○ Follow the training schedule and curriculum as prescribed by the National Council for Vocational Training (NCVT) or State Council for Vocational Training (SCTVT). ○ Adapt teaching methods to meet the diverse learning needs of trainees. ○ Participate in curriculum review and development processes. 5. Professional Development: <ul style="list-style-type: none"> ○ Engage in continuous professional development to stay updated with industry trends and teaching methodologies. ○ Participate in workshops, seminars, and training programs organized by the institute or external agencies. ○ Collaborate with colleagues to share best practices and enhance teaching effectiveness.
	<ol style="list-style-type: none"> 6. Administrative Responsibilities: <ul style="list-style-type: none"> ○ Maintain and update training records, attendance registers, and other documentation. ○ Assist in the preparation of training materials and resources. ○ Participate in meetings and contribute to institutional development initiatives. <p>These duties are designed to ensure that Instructors effectively manage the training programs, maintain high standards of instruction, and contribute to the overall development of the trainees.</p> <p>For a comprehensive understanding, you may refer to the Training Manual for Industrial Training Institutes and Centres published by the Directorate General of Employment & Training (DGET).</p>


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Designation	Superintendent Grade-II
Duties	<p>Note: This post is not created in this Institute</p> <p>The Superintendent Grade II in an Industrial Training Institute (ITI) plays a pivotal role in ensuring the efficient operation of the institution. While the Directorate General of Employment & Training (DGET) provides overarching guidelines, specific duties can vary based on the institute's requirements. Below is a general outline of the responsibilities typically associated with this position:</p> <p>1. Administrative Oversight:</p> <ul style="list-style-type: none"> • Supervision: Oversee the daily administrative functions of the ITI, ensuring smooth operations. • Record Maintenance: Ensure accurate and up-to-date records of staff, students, and institutional activities. • Correspondence: Manage official communications, including drafting and dispatching letters and notices. <p>2. Financial Management:</p> <ul style="list-style-type: none"> • Budget Preparation: Assist in the formulation of the annual budget, ensuring alignment with institutional goals. • Expenditure Monitoring: Track and report on expenditures, ensuring adherence to the approved budget. • Procurement: Oversee the procurement process for materials and services, ensuring compliance with relevant regulations. <p>3. Human Resource Management:</p> <ul style="list-style-type: none"> • Staff Coordination: Assist in the recruitment, training, and evaluation of staff members. • Leave Management: Maintain records of staff leave and ensure proper documentation. • Disciplinary Actions: Support the implementation of disciplinary measures as required. <p>4. Academic Support:</p> <ul style="list-style-type: none"> • Schedule Management: Assist in the preparation and maintenance of academic schedules and timetables. • Examination Coordination: Support the organization and administration of examinations and assessments. • Inventory Management: Ensure the availability and maintenance of teaching materials and equipment. <p>5. Compliance and Reporting:</p> <ul style="list-style-type: none"> • Regulatory Adherence: Ensure that the ITI operates in compliance with DGET guidelines and other relevant regulations. • Reporting: Prepare and submit regular reports on institutional activities, finances, and other pertinent areas.


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Designation	Junior Office Assistant/Clerk
Duties	<p>The Directorate General of Employment and Training (DGET) in India has established comprehensive guidelines for the roles of Clerks and Junior Office Assistants (JOAs) within Industrial Training Institutes (ITIs). These guidelines are detailed in the Office Manual, which outlines the specific duties and responsibilities for these positions.</p> <p>Duties of Clerks:</p> <p>Clerks in ITIs are entrusted with a variety of administrative tasks, including:</p> <ul style="list-style-type: none"> • Receipt and Dispatch of Communications: Managing incoming and outgoing correspondence, ensuring timely delivery and acknowledgment. • Record Maintenance: Organizing and maintaining files, registers, and records in an orderly manner for easy retrieval. • Data Entry and Documentation: Inputting data into computer systems, preparing reports, and handling documentation as required. • Assisting in Financial Transactions: Supporting the preparation of bills, vouchers, and other financial documents. • General Office Support: Providing assistance in routine office work, including photocopying, faxing, and handling telephone calls. <p>These duties are designed to ensure the smooth functioning of administrative operations within ITIs.</p> <p>Duties of Junior Office Assistants (JOAs):</p> <p>JOAs have a more specialized role, encompassing:</p> <ul style="list-style-type: none"> • Technical Support: Assisting in the maintenance and operation of office equipment and technology systems. • Data Management: Handling databases, ensuring data integrity, and generating reports as needed. • Communication Facilitation: Managing internal and external communications, including emails and official notices. • Inventory Management: Overseeing the stock of office supplies and equipment, and coordinating procurement when necessary. • Project Assistance: Supporting various projects by providing administrative and technical assistance. <p>These responsibilities are outlined in the Office Manual to maintain consistency and efficiency in administrative practices across ITIs.</p>


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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 DOT 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)

ASTATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

I. 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 of Govt ITI Jogindernagar Distt. Mandi HP
2	Service Book	
3	Personal files	
4	Diary and Disoatch Registers	
5	Bill Register	
6	Book of Drawl register	
7	OCR	
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 of Govt ITI Jogindernagar Distt. Mandi HP.
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, mdent 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	


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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:** The Institute Management Committee (IMC) of ITI Jogindernagar has been registered under HP Societies Registration Act 2006 on 14th July 2008. This society received an interest free loan of Rs. 2.50 Crore under Centrally Sponsored Scheme "up gradation of 1396 Govt. ITIs through Public Private Partnership (PPP Mode)

Sr. No.	Name with address	Designation
1	Sh. Shiv Kumar, Highway Retreaders Pvt. Ltd. NH-21 Ner Chowk Mandi (HP)	Chairman
2	The Principal Govt. ITI Jogindernagar Mandi (HP)	Member-Secretary
Members Nominated by Industry Partner		
3	Sh. Arun Kumar, Resident engineer Bassi Power House, HPSBEL Ltd. Tehsil Jogindernagar Mandi (HP)	Member
4	Sh. Om Prakash, M/S Janta Steel & Wooden Furniture IND, Tehsil Jogindernagar Mandi	Member
5	Sh. Gulab Singh Attri, Workshop Manager, Competent Automobile Corporation Ltd. Tehsil Jogindernagar Mandi (HP)	Member
6	Sh. Ved parkash, M/S Chamunda Motor Store Garoru, Tehsil Jogindernagar Mandi (HP)	Member
Members Nominated by the State Govt.		
7	Sub-Employment Exchange Jogindernagar, Mandi (HP)	Member
8	Representative of State Directorate (Officer dealing with Vocational & Industrial Training) Sundernagar Himachal Pradesh	Member
9	Principal, Govt. Senior Secondary School, Dohag, Jogindernagar Mandi (HP)	Member
10	Group Instructor Govt. ITI Jogindernagar Mandi (HP)	Member
11	Student Representative (Payment Seat), Govt. ITI Jogindernagar, Mandi (HP)	Member

2. **Hostel Management Committee. Not Applicable/Available**

3. **Anti-ragging Committee.**

Sr. No.	Officials of ITI Jogindernagar	Act As
1	Principal Govt. ITI Jogindernagar	Chairman
2	Group Instructor (Internal) Govt. ITI Jogindernagar	Convener
3	Instructor/Trainer (Electrician, MMV, Fitter, Plumber, COPA, Sewing Technology, Dress making, SOT (Emb.) Cosmetology)	Member
4	Senior Assistant/Clerk	Member
5	Sh. OM Parkash (One representative from IMC) (Nominated by the Chairman of IMC for ITI Jogindernagar)	Member
6	One representative of Distt. Admin (to be nominated by the SDM JogindernagarMandi (HP)	Member
7	One representative of Police Admin (To be nominated by the SHO Jogindernagar, Mandi (HP)	Member
8	Sh. JatinLatawa, News Alert (Representative of local Media)	Member
9	Sati Mata Youth Club at DohagJogindernagar NGO Involved in Youth Activites (nominated by the principal, Govt. ITI	Member

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	JogindernagarMandi (HP)	
10	Smt. Kirana Devi (One representative of Parent) (Nominated by the class representative of Govt. ITI Jogindernagar)	Member
11	Miss Sejal, Electrician trade (Senior Category) (nominated by the class representative of Govt. ITI Jogindernagar)	Member
12	Mr.MohitChauhan, MMV Trade (Senior Category) (nominated by the class representative of Govt. ITI Jogindernagar)	Member
13	Mr.Lalit, Trainer Plumber (1st Shift) (Junior Category)	Member
14	Miss Nisha, Trainer Dress Making (Junior Category) (Nominated by the class representative of Govt. ITI Jogindernagar)	Member

4. Quarters Allotment Committee.: NA (As quarters are not available in this Institute).

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Er. Naveen Kumari, Principal	Chairperson
2	Smt. Vandna , Insructor Dress Making	Member
3	Smt. Sunita Devi, Instructor SOT(Emb.)	Member
4	Smt. Kalpna Sharma, Instructor SOT(Emb.)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee Members	Designation
1	Er. Naveen Kumari	Principal
2	Smt. Vandna	Instructor Dress Making
3	Sh. Ramesh Chand Negi	Instructor Plumber
4	Smt. Kavita Devi	Clerk
5	Ms.Sejal	Trainee COPA
6	Mr. Namish	Trainee MMV

7. Purchase committee(Govt Head.) of the institute.

Sr. No.	Officials of ITI	Act As
1	Er. Naveen Kumari, Principal	Chairperson
2	Smt. Vandna , Instructor Dress Making	Member
3	Sh. Tara Chand, Instructor Plumber	Member
4	Sh. Ramesh Chand Negi, Instructor Plumber	Member
	Smt. Kavita Devi, Clerk	Member


8. (a) Purchase committee (IMC) of the institute below 50000/-

Sr. No.	Officials of ITI	Act As
1.	Er. Naveen Kumari, Principal	Chairperson
2	Smt. Vandna , Instructor Dress Making	Member
3	Sh. Ramesh Chand NEgi, Instructor Plumber	Member
4	Smt. Kavita Devi, Clerk	Member
5	Student Representative from Non-Sub.	

(b) Purchase committee (IMC) of the institute above 50000/-

Sr. No.	Officials of ITI	Act As
1	Sh. Shiv Kumar, Chairman (IMC)	Chairman
2	Er. Naveen Kumari, Principal cum Member Secretary)	Member
3	Sh. Om Parkash, M/S Janta Steel & Wooden Furniture IND Tehsil Jogindernagar, Mandi (HP)	Member
4	Smt. Vandna , Instructor Dress Making	Member
5	Concerned trade Faculty	Member
6	Sh. Sanjeev Kumar, DEO	Member
7	Student Representative from Non-Sub.	Member

9. Physical Verification committee of the institute.


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Sr. No.	Employee & designation	Act As
1	Smt. Vandna, Instructor (G.I Internal Non Engg. Trade)	Member
2	Sh. Ramesh Chand Negi Instructor (G.I-Internal Engg. Trade)	Member
3	Sh. Dagi Ram, Instructor Math & Drawing	Member
4	Store Keeper SWF & IMC	Member

10. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Love Kumar	Instructor COPA	Nodal Officer

11. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Vandna, Instructor Dress Making (G.I Internal)	(1) Will provide format of Medical Certificates, Anti Ragging Certificate & OJT Undertaking certificate (2) To Verify the documents of shortlisted candidates strictly as per instruction listed in prospectus. (3) Proceed & secularizing the admission form along with the supporting documents (4) To maintain the record of admitted trainees separately for each trade.
2	Smt. Sunita Devi, Instructor, SOT (Emb.)	
3	Sh. Tara Chand Negi, Instructor, Plumber	
4	Sh. Ramesh Chand Negi, Instructor, Plumber (G.I-Internal)	
5	Sh. Ashok Kumar, MMV	
6	Sh. Achhar Singh, Sr. Assistant	
7	Sh. Mahesh Kumar, Trainer Maths	
8	Smt. Kavita Devi, Clerk	To Collect the fees from admitted trainees (Subs. Seats)
9	Sh. Sanjeev Kumar, DEO	To Collect the fees form admitted trainees (non Subs. Seats)
10	Sh. Love Kumar, Instructor COP A	Update the information on OLA Portal& share the data of admission with concern trade Instructor on the same day of admission


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Section 4(1)(b)(ix)

Directory of Officers and employees:-
Under Budgetary Head:

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	Email
1	2	3	4	5
1	Er. Naveen Kumari	Principal	01908-299078	itijogindernagar@rediffmail.com
2	Smt. Vandna	Instructor Dress Making		itijogindernagar@rediffmail.com
3	Smt. Kalpna Sharma	Instructor SOT(Emb.)		itijogindernagar@rediffmail.com
4	Smt. Sunita Devi	Instructor SOT(Emb.)		itijogindernagar@rediffmail.com
5	Sh. Tara Chand	Instructor Plumber		itijogindernagar@rediffmail.com
6	Sh. Ramesh Chand Negi	Instructor Plumber		itijogindernagar@rediffmail.com
7	Sh. Love Kumar	Instructor COPA		itijogindernagar@rediffmail.com
8	Sh. Shashi Kant	Instructor MMV		itijogindernagar@rediffmail.com
9	Sh. Ashok Kumar	Instructor MMV		itijogindernagar@rediffmail.com
10	Sh. Sanjeev Kumar	Instructor Fitter		itijogindernagar@rediffmail.com
11	Smt. Kavita Devi	Clerk		itijogindernagar@rediffmail.com

Under IMC/SWF

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	Email
1.	Sh. Virender Paul	Trainer Electrician (Under IMC)	01908-299078	itijogindernagar@rediffmail.com
2.	Sh. Mahesh Kumar	Trainer Maths (under IMC)		itijogindernagar@rediffmail.com
3.	Sh. Rajender	Peon under (under SWF)		itijogindernagar@rediffmail.com

On Outsource Basis

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph. No.	Email
1.	Smt. Madhu Varsha	Trainer Sewing Technology	01908-299078	itijogindernagar@rediffmail.com
2.	Sh. Sanjeev Kumar	DEO		itijogindernagar@rediffmail.com
3.	Smt. Savita Kumari	DEO		itijogindernagar@rediffmail.com
4.	Sh. Ramesh Chand	Security Guard		itijogindernagar@rediffmail.com
5.	Sh. Piar Chand	Security Guard		itijogindernagar@rediffmail.com
6.	Sh. Naresh Chand	Security Guard		itijogindernagar@rediffmail.com
7.	Smt. Beena Devi	Sweeper		itijogindernagar@rediffmail.com


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Section 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY THE EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED

Sr. No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Er. Naveen Kumari	Principal	Level-16
2	Smt. Vandna	Instructor Dress Making	Level-11
3	Smt. Kalpna Sharma	Instructor SOT(Emb.)	Level-11
4	Smt. Sunita Devi	Instructor SOT(Emb.)	Level-11
5	Sh. Tara Chand	Instructor Plumber	Level-11
6	Sh. Ramesh Chand Negi	Instructor Plumber	Level-11
7	Sh. Love Kumar	Instructor COPA	Level-11
8	Sh. Shashi Kant	Instructor MMV	Level-11
9	Sh. Ashok Kumar	Instructor MMV	Level-11
10	Sh. Sanjeev Kumar	Instructor Fitter	Level-11
11	Smt. Kavita Devi	Clerk	Level-03

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

Under Major Head:2230-03-003-05(Demand No.27)

Sr. No.	Object Code Description	Amount allocated
1	01-Salaries	9655000.00
2	03-TravelExpense	11358.00
3	05-OfficeExpense	285000.00
4	06 -Medical Reimbursement	13387.00
5	30 -Motor Vehicle(Repair & Maintenance)	50000.00
6	33 -Material &Supplies	200000.00

Under Major Head:2230-03-789-01-SOON-31(Demand No.32)

Sr. No.	Object Code Description	Amount allocated
1	31-Machinery & Equipment	20000.00
2	33 -Material &Supplies	50000.00

Under Major Head:2235-60-800-11-SOON (Demand No.19)

Sr. No.	Object Code Description	Amount allocated
1	06 -Medical Reimbursement	11000.00


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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 i.e. : www.itijogindernagar.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. Naveen Kumari, Principal	Public Information Officer	01908-299078	itijogindernagar@rediffmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

Besides this, information related to Govt. ITI Jogindernagar can be viewed on the official website of the institute i.e. www.itijogindernagar.edu.in


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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.itijogindernagar.edu.in

1.2 Public Private Partnerships

Govt. ITI Jogindernagar has been covered under Public Private Partnership (PPP) Mode in the year 2008.

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.

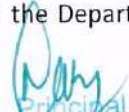
Sr. No.	Name of Applicant	Date of Receipt of RTI vide letter no.	Reply
1	Ms. Poonam Kumari, Village Thari PO Subathu, District Solan	STV(TE)HB(4)outsource/RTI/16243 03.08.2024	06.08.2024
2	Mr. Hem Singh Advocate District Mandi	STV(IT)HB(4)RTI/2003-17910-18000 dt. 17.08.2024	17.08.2024
3	Mr. Vinod Kumar (Advocate) 75/9 New Post office MC Mandi (HP)	STV (IT) HB (2)-7/SWF/ IMC/RTI/ 2018/Vol-II 20025 dt. 09.09.2024	12.09.2024
4	Sh. Kuldeep Kumar Flat-303 Type-2 Block-1 AIIMS Bilaspur	STV (TE)H-G(1)22-RTI/2009-Misc- 18590 dt NIL	12.09.2024
5	Mr. Sandeep Verma S/o Sh. Onkar Chand Verma VPO Rec Tech Sujanpur District Hamirpur	STV (IT) HB (2)-7SWF/MC / RTI/ 2 018 / Vol-III-22968 dt. 19.10.2024	23.10.2024
6	Mr. Vinod Kumar (Advocate) 75/9 Near Post office, MC Mandi, Mandi (HP)	STV (IT)HB(2)- 7/SWF/IMC/RTI/2022/Vol-III-23826 dt. 28.10.2024	04.11.2024
7	Mr. Dev Jeet Singh SC 85, Adjoining Mangaldeep Sector 17C Chandigarh	STV (IT)HB(4)RTI/2018-24406 dt. 11.11.2024	12.11.2024
8	Dr. Rajesh Kumar Parmar (Advocate) HP High Court Shimla (HP)	STV (IT)HB(2)-7/SWF/IMC/RTI/2022- Vol-III-1080 dt. 16.01.2025	17.01.2025

1.5 CAG & 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.


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1.7 Discretionary and Non-Discretionary Grants

This Institute has received Grant under Centrally Sponsored Scheme like STRIVE in the year 2019.

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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