

Disclosure under Section 4(1) (b) of Right to Information Act, 2005

Section 4 (1) (b) (i) (MANUAL-1)

The particulars of its organization, functions and duties:-

Name of organization	Govt. ITI Summerkot
Establishment and Address	2017, Govt. ITI Summerkot, V.P.O. Summerkot, Tehsil Rohru, Distt. Shimla, HP-171124 E-mail:- itisummerkot@gmail.com
Contact No.	9418488916
Website	www.itisummerkot.edu.in
Code allotted by DGT	GR02000299

Sr.No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. ITI, Summerkot	Implementing all the decision in respect of admission, Education & Finance	<ol style="list-style-type: none"> 1. All the instructions issued to him 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 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 institutional 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.
2	Electrician	To teach 1 st & 2 nd Year Trainees	Teaching, conducting of examination, evaluation papers. Conducting seminars etc. and other work assigned by the Head of Institution.
3	COPA	To teach 1 st Year Trainees.	-do-
4	Workshop	Imparting skill training & Practical Classes to Trainees	-do-

5	IT Lab	To teach related to Computer	-do-
6	Library	Issuing Books to trainees & Faculty Members. Book keeping & Maintenance	Book keeping & purchasing new books Maintaining of the Records.

Section 4 (1) (b) (ii) (MANUAL-2)
Powers & Duties of Officers and Employees: -

Name	Sh. Rajnish Chauhan (GI/DDO)
Designation	Group Instructor/DDO
Powers	1.To administrate the Institution 2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. All the instructions issued to him 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 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	Sh. Rajnish Chauhan (GI)
Designation	Group Instructor
Duties	Group Instructor ITI is responsible for the following: 1. Proper co-ordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections.

	<ol style="list-style-type: none"> 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 practical 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	Junior Office Assistant/ Clerk
Duties	<p>(1) Sh. Nishant Bhickta, Junior Assistant performs the duties assigned by the head of the institute i.e.</p> <ol 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.
Designation	Librarian
Duties	<ol style="list-style-type: none"> 1. Maintaining the stock and store record of library. 2. Issuing the books to students and faculty 3. General administration 4. Books Selection & acquisition 5. Planning & developing the library 6. Orienting the users to wards effective utilization of library services 7. Supervising and cataloguing indexing

Section 4 (1) (b) (iii) (MANUAL-3)

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) (MANUAL-4)

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 DGT norms and DTE & HPTSB, Himachal Pradesh regulations.

Section 4 (1) (b) (v) (MANUAL-5)

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) (MANUAL-6)

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

Sr. No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Documents can be obtained and maintained from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Issue register	
5	Bill Register	
6	Book of Drawl register	

7	DCR	The Documents can be obtained and maintained from concerned officer In-charges
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	
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, work order, store return books.	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counselling.	
22	Files related to Hostel etc.	

Section 4 (1) (b) (vii) (MANUAL-7)
Details of consultative committees and other bodies State Fee
Regulatory Committee (SFRC):

Not Applicable

Section 4 (1) (b) (viii) (MANUAL-8)
Boards, Councils, Committees & Other Bodies Constituted

Institution Management Committee.
Not applicable (IMC is Not available)

Hostel Management Committee.
Not applicable

1. **Anti-ragging Committee.**

Sr. No.	Officials of ITI	Act As
1	Sh. Rajnish Chauhan	Chairman
2	Sh. Rajesh Kumar	Member
3	Sh. Harsh	Member
4	Sh. Nishant Bhickta	Member

2. **Quarters Allotment Committee.**

Not applicable

3. **Sexual Harassment Committee/ Women cell**

Sr. No.	Officials and Designation	Act As
1	Sh. Rajesh Kumar (Instructor)	Chairman
2	Sh. Harsh (Instructor)	Member
3	Sh. Nishant Bhickta (JOA IT)	Member
4	Sh. Chet Ram (Peon)	Member

4. **Student Welfare Fund Committee.**

Sr. No.	Name of Committee members	Designation
1	Sh. Rajesh Kumar	Member
2	Sh. Harsh	Member
3	Sh. Nishant Bhickta	Cashier
5	Mr Aman Bhushari (Electrician 1 st year)	Member
6	Miss Muskan Chauhan (COPA)	Member

5. **Purchase Committee of the Institute.**

Sr. No.	Officials of ITI	Act As
1	Sh. Rajesh Kumar	Member
2	Sh. Harsh	Member
3	Sh. Nishant Bhickta	Member

6. **Physical Verification Committee.**

Sr. No.	Employee & Designation	Act As
1	Sh. Rajnish Chauhan	Chairman
2	Sh. Rajesh Kumar	Member
3	Sh. Harsh	Member
4	Sh. Nishant Bhickta	Mamber

7. **Electrol Literacy Club (ELC):**

Sr. No.	Name of Committee Members	Designation/ Trade Name	Duty Assign
1	Sh. Rajesh Kumar	Instructor (Maths & Drawing)	Nodal Officer
2	Sh. Ayush Jhamta	Electrician 1 nd year	Member
3	Sh. Nikhil	COPA 1 st year	Member

8. **Admission Committee :**

Sr. No.	Name of Committee Members	Designation
1	Sh. Rajnish Chauhan	Chairman
2	Sh. Rajesh Kumar	Member
3	Sh. Harsh	Member
4	Sh. Nishant Bhickta	Mamber

Section 4 (1) (b) (ix) (MANUAL-9)

Directory of Officers and employees

Sr. No	NAME OF THE STAFF MEMBER (SH./SMT.)	DESIGNATION	Office Ph. No.	Mobil e Number	Email
1	2	3	4	5	6
1	Rajnish Chauhan	GI/DDO	9418488916	9418488916	itisummerkot@gmail.com
2	Rajesh Kumar	Instructor (Maths & Drawing)	-do-	9418077713	-do-

3	Harsh	Instructor (Electrician)	-do-	9857548486	-do-
4	Nishant Bhickta	JOA (IT)	-do-	7838003978	-do-
5	Chet Ram	Peon-cum-Chokidar	-do-	8894217052	-do-

Section 4 (1) (b) (x) (MANUAL-10)

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

Sr. No.	Designation	Pay Scale (As per 7 th pay commission)
1	Group Instructor	Level-12
2	Instructor (Electrician)	Level-11
3	Instructor (Drawing and Mathematics)	Level-11
4	JOA (IT)	Level-04
5	Peon	Level-01

Section 4 (1) (b) (xi) (MANUAL-11)

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	2981668.00
2	04 Travel Expense	4468.00
3	05 Office Expense	53225.00
4	06 Medical Reimbursement	7380.00
5	07 Rent Rate & Taxes	232000.00
6	31 Machinery & Equipment's	20000.00
7	33 Material & Supplies	10000.00
8	65 Remuneration to Outsourced employees	0.00
9	99 Honorarium	0.00

Section 4 (1) (b) (xii) (MANUAL-12)

Manner of Execution of Subsidy Programmes

Not applicable

Section 4 (1) (b) (xiii) (MANUAL-13)

Particulars of Recipients of Concessions, Permits or Authorizations Granted

Not applicable

Section 4 (1) (b) (xiv) (MANUAL-14)

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 <https://itisummerkot.edu.in/>

Section 4 (1) (b) (xv) (MANUAL-15)

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 student and staff. The library is not open for general public.

Section 4 (1) (b) (xvi) (MANUAL-16)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS: -

Sr.No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika (HPAS), Additional Director	First Appellate Authority	01907266572	techedu-hp@nic.in
2.	Sh. Rajnish Chauhan, GI (DDO)	Public Information Officer	9418488916	itisummerkot@gmail.com

Section 4 (1) (b) (xvii) (MANUAL-17)

OTHER INFORMATION PRESCRIBED: -

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

1. Suo-Motto disclosure of more items under Section-4 of RTI Act, 2005: -

- 1.1 Information related to procurement.
- 1.2 Public Private Partnerships
- 1.3 Transfer Policy and Transfer Orders.
- 1.4 RTI Applications.
- 1.5 CAG & PAC Paras.
- 1.6 Citizens Charter.
- 1.7 Discretionary and Non-Discretionary Grants
- 1.8 Tour of Head of Office/Delegations.