

No:-ITI/Sgt/RTI/2025 — 74  
To

Dated:- 10/02/2025

Director  
Technical Education  
Vocational & Industrial training  
Himachal Pradesh, Sundernagar.

**Subject:- Regarding Judgement of Hon'ble Supreme Court of India on Implementation of Su- Moto Disclosure under Section 4 of the RTI Act-2005.**

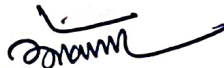
R/Sir,

With due respect on the subject cited above, in the compliance of your good office letter no STV(TE)H-G(1)22-RTI/2009-Misc-28273-275/5096-5200 dated 07-02-2025 in this regarding the desired information from this institute is enclosed with this letter.

It is for yours kind information and necessary action please.

Encls:- As above

Your Faithfully

  
Principal  
Govt. Industrial Training Institute  
Swarghat, Distt. Bilaspur H.P  
DDO Code-222

## **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.itiswarghat.edu.in](http://www.itiswarghat.edu.in)

### **1.2 Public Private Partnerships**

Govt. ITI Swarghat 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	Govt. ITI Swarghat
Establishment and Address	2007, Govt. ITI Swarghat, V.P.O. Swarghat, Tehsil Shri Naina Devi Ji , Distt. Bilaspur, HP-174011 E-mail:- itiswarghat@yahoo.co.in
Contact No.	82953-48484
Web Site	<a href="http://www.itiswarghat.edu.in">www.itiswarghat.edu.in</a>
Code allotted by the DGT	GR02000057

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Swarghat	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Swarghat.	<ol 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><li>10. Proper follow-up is maintained of the</li></ol>



			<p>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	--	--
3	Plumber trade	--	--
4	Fashion Design & Technology trade	--	--
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT Lab	--	--
7	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&DUTIESOFFICERSANDEMPLOYEES:-**

<b>Name</b>	Sh. Onkar Singh
<b>Designation</b>	<b>Principal</b>
<b>Powers</b>	<p>1.To administer the Institution</p> <p>2.To take decisions in Administrative, Academic&amp;Financialmatters.</p>
<b>Duties</b>	<p>1.All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</p> <p>2. Accounts are maintained properly, stores are properly accounted for tand verified periodically, and the purchases are according to specification and in good condition.</p> <p>3. Training Programmes are carried out according to schemes.</p> <p>4. Raw materials are purchased in time and duly supplied.</p> <p>5. Machine and equipment are properly maintained.</p> <p>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</p> <p>7. Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes.</p> <p>8. Proper discipline is maintained in the institute.</p> <p>9. There is close relationship between the trainees and the instructional staff.</p>
	<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, DGE&amp;T, and other authorized bodies are provided.</p>

<b>Name</b>	Sh. Umesh Kumar
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	<p>Group Instructor ITI is responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.</li> <li>2. the tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</li> <li>3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</li> <li>4. safety precautions are observed in the workshop.</li> <li>5. sections function strictly according to the time schedule laid down and proper discipline maintained.</li> </ol>

<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<b>Instructor</b> <b>The Instructors will be responsible for</b> <ol style="list-style-type: none"> <li>1. Taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li> <li>2. Maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li> <li>3. Checking and correcting of theory notes, practical work and journals of trainees.</li> <li>4. Preparing charts, drawing and other visual aid material for the section.</li> <li>5. Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li> <li>6. Requisitioning of tools and raw materials required for the section.</li> <li>7. Ensuring close relationship with the trainees.</li> <li>8. Attending to leave application of trainees.</li> </ol>
<b>Designation</b>	<b>Superintendent Grade-II</b>
<b>Duties</b>	----

<b>Designation</b>	<b>Junior Office Assistant/ Clerk</b>
<b>Duties</b>	<p>(1) Sh. Atish Sharma, Clerk performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Training and Store etc</p>

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### **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 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 IT OR UNDER ITS CONTROL:**

Sl.No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	The Document can be obtained from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Dispatch Registers	
5	Bill Register	
6	Book of Draw Register	
7	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle logbook (where vehicle is available)	The Document can be obtained from concerned officer In-charges
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 book	
20	Files related to Governing Body Meeting.	
21	Files related to trainees counseling.	
22	Files related to Hostel, etc	

### **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.

Sr. No.	Officials of ITI Swarghat	Act As
1	Deputy Director (Trg)	Chairman
2	Principal/DDO	Member Secretary
3	Group Instructor/Sr. Instructor	Member
4	Clerk	Member
5	One of the student as a Representative (Payment Seat)	Member

2. Hostel Management Committee.

Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Swarghat	Act As
1	Sh. Umesh Kumar (Group Instructor)	Nodal officer
2	Smt. Sheela Devi (Instructor Electronics Mechanic)	Member
3	Smt. Rani Devi (Instructor Sewing Technology)	Member
4	Sh. Surjeet Singh (Instructor Math & Drawing)	Member
5	Smt. Joyati Bala (Instructor Electronics Mechanic)	Member

4. Quarters Allotment Committee.

Not Applicable, since no quarter available.

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Sh. Umesh Kumar (Group Instructor)	Nodal officer
2	Smt. Sheela Devi (Instructor Electronics Mechanic)	Member
3	Smt. Rani Devi (Instructor Sewing Technology)	Member
4	Sh. Surjeet Singh (Instructor Math & Drawing)	Member
5	Smt. Joyati Bala (Instructor Electronics Mechanic)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Umesh Kumar	Group Instructor
2	Sh. Smt. Sheela Devi	Instructor Electronics Mechanic (member)
3	Sh. Surjeet Singh	Instructor (Math & Drawing)
4	Smt. Rani Devi	Instructor (Sewing Technology)
5	Smt. Joyati Bala	(Instructor Electronics Mechanic)
6	Sh. Atish Sharma	Clerk
7	Class representative from each trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Swarghat	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. Umesh Kumar	Group Instructor	Nodal Officer
2	Sh. Smt. Sheela Devi	Instructor Electronics Mechanic	Member
3	Sh. Surjeet Singh	Instructor Math & Drawing	Member
4	Smt. Rani Devi	Instructor (Sewing Technology)	Member Convenor
5	Smt. Joyati Bala	Instructor (Sewing Technology)	Member
6	Mr. Vansh Kumar	Trainee Electronics Mechanic	Convenor
7	Mr. Gaurav Thakur	Trainee Electronics Mechanic	Convenor
8	Mr. Rohan Kumar	Trainee Plumber	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Umesh Kumar	Group Instructor (Member Secretary)
2	Smt. Sheela Devi	Instructor Electronics mechanic (member)
3	Sh. Surjeet Singh	Instructor Math & Drawing(member)
4	Smt. Rani Devi	Instructor Sewing Technology (member)
5	Sh. Atish Sharma	Clerk member (D.A.)
6	Sh. Ajay Kumar	D.E.O Caser

### Section 4(1)(b)(ix)

#### Directory of Officers and employees:-

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Ph.No.	Email
1	2	3	4	6
1	Onkar Singh	Principal	8295348484	itiswarghat@yahoo.co.in
2	Umesh Kumar	Group Instructor	-do-	-do-
3	Sheela Devi	Instructor (Electronics Mechanic)	-do-	-do-
4	Surjeet Singh	Instructor (Math & Drawing)	-do-	-do-
5	Rani Devi	Instructor (Sewing Technology)	-do-	-do-
6	Joyati Sharma	Instructor (Electronics Mechanic )	-do-	-do-
7	Atish Sharma	Clerk	-do-	-do-
8	Ajay Kumar	D.E.O	-do-	-do-
9	Narender Kumar	Peon	-do-	-do-
10	Vaysa Devi	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 Officer/Official	Designation	PayScale(As per HP Civil Services Revised pay Rules 2022)
1	Sh. Onkar Singh	Principal/DDO	Level-16, Cell
2	Sh. Umesh Kumar	Group Instructor	Level-13
3	Smt. Sheela Devi	Instructor (Electronics Mechanic)	Level-11
4	Sh. Surjeet Singh	Instructor (Math & Drawing)	Level-11
5	Smt. Rani Devi	Instructor (Sewing Technology)	Level-11
6	Smt. Joyati Sharma	Instructor (Electronics Mechanic)	Level-11
7	Sh. Atish Sharma	Clerk	Level-03
8	Sh. Narender Kumar	Peon	Level-01
9	Smt. Vaysa Devi	Sweeper	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	5000000.00
	04 Travel Expense	8090.00
3	05 Office Expense	306336.00
4	06 Medical Reimbursement	34969.00
5	07 R.R.T	234138.00
6	31 Machinery & Equipment's	314695.00
7	33 Material & Supplies	139221.00
8	65 Remuneration to Outsourced employees	127393.00

**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**

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 matters are made available on the website [www.itiswarghat.edu.in](http://www.itiswarghat.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.	Sh. Onkar Singh, Principal	Public Information Officer	8295348484	itiswarghat@yahoo.co.in

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

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

### Organization Chart of Govt. ITI Swarghat

