



OFFICE OF THE PRINCIPAL
GOVT. INDUSTRIAL TRAINING INSTITUTE KUMARSAIN
DISTT. SHIMLA (H.P.)

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Skill India
कौशल भारत - कुशल भारत

No. KSN/ITI/A(3)RTI/2024-120

Dated:- 13 February 2025

To

✓ The Director,
Technical Education,
Vocational & Industrial Training,
H.P. Sundernager 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

With reference to your office letter no. STV(TE)H-G(1)22-RTI/2009-Misc-28273-275/5096-5200 on dated: 07-02-2025 on the subject matter cited above. In this regard implementation of Suo-Moto disclosure under Section-4 of the RTI Act-2025 has been completed the above task programme in requisite performa by this institute.

Yours faithfully

Encls: Performa

Principal,
Govt. Industrial Training Institute,
Kumarsain District, Shimla (H.P.)

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 will be made available on the institute website in future.

1.2 Public Private Partnerships

Govt. ITI Kumarsain is 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 Paras has been uploaded on the Departmental Website in the RTI Tab.

1.6 Citizens Charter

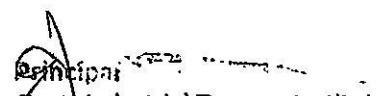
Detail of Training facilities available to the youth of the State viz. Admission Procedure, Prospectus, Trades available, Examination Procedure, Results, etc. have been uploaded on the Departmental Website in the RTI Tab. with specific external links.

1.7 Discretionary and Non-Discretionary Grants

This Institute is covered under grant received from 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.


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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 KUMARSAIN
Establishment and Address	2002, Govt. ITI Kumarsain, Vill- Nog kanchi .P.O. Kumarsain, Tehsil - Kumarsain, Distt. Shimla , HP-172029 E-mail:- principalitikumarsain@gmail.com
Contact No.	01782-292805
Web Site	www.itikumarsain.edu.in
Code allotted by the DGT	GR0000142

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Kumarsain	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Kumarsain.	<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 programmers' 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


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			<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	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Plumber trade	To impart knowledge & skill to the trainees of Plumber trade.	-do-
4	Fashion Design & Technology trade	Trade is not running in the institute	
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT Lab	To teach different trades trainees related to Computer	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 & DUTIES OF OFFICERS AND EMPLOYEES:-


Name	
Designation	Principal
Powers	<p>1.To administer the Institution</p> <p>2.To take decisions in Administrative, Academic & Financial matters.</p>
Duties	<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 and 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>


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13. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.

Name	
Designation	Group Instructor
Duties	<p>Group Instructor ITI is responsible or the following:</p> <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.

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Designation	Instructor
Duties	<p>Instructor</p> <p>The Instructors will be responsible for</p> <ol style="list-style-type: none"> 1. Taking classes of 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
Duties	<p>The Post of Superintendent Grade-II is not created in this institute.</p> <p style="text-align: center;">  M. M. Srinivasan Govt. Industrial Training Institute Mumbarain, Dist. Shroter </p>

Designation	Junior Office Assistant/ Clerk
Duties	<p>Sh. Satish Kumar Clerk performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with the seats of Establishment, Accounts, Cash, Training, SWF, IMC, Diary & Dispatch , RTI etc.</p>

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.

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Section 4(1)(b)(vi)


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 from concerned officer In-charges
2	Service Book	
3	Personal files	
4	Diary and Dispatch Registers	
5	Bill Register	
6	Book of Drawl register	
7	DCR	
8	Cash-Books	
9	Admission registers	
10	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle log book(where vehicle is available	
14	Duty attendance	
15	RTI Register	The Documents can be obtained from concerned officer In-charges
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


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Section 4(1)(b)(viii)

Boards, Councils, Committees & Other Bodies Constituted

1. Institution Management Committee. Constituted
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Kumarsain	Act As
1	Sh. Dinesh Kashyap Instructor	Nodal officer
2	Sh. Ashish Bhardwaj Inst.	Member
3	Sh. Pratap Singh Trainer	Member
4	Sh. Satish Kumar Clerk	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. Dinesh Kashyap (Inst. Electrician)	Chairman
2	Sh. Ashish Bhardwaj (Inst. ICTSM)	Secretary
3	Sh. Pratap Singh (Trainer MMV)	A Representative from Faculty
4	Sh. Satish Kumar (Clerk)	A Representative from Non-Teaching Staff
5	Mr Anuj Trainee Electrician Trade	A Representative from Male Admitted Trainee
6	Miss Kritika Trainee ICTSM Trade	A Representative from Female Admitted Trainee

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Dinesh Kashyap	Instructor Electrician (Member)
2	Sh. Ashish Bhardwaj	Instructor ICTSM (Member)
3	Sh. Pratap Singh	Trainer MMV (Member)
4	Sh. Satish Kumar	Clerk (Member)
5	C.R Electrician Trade	Member
6	C.R ICTSM Trade	Member
7	C.R Sewing Technology Trade	Member
8	C.R Plumber Trade	Member
9	C.R MMV Trade	Member

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Kumarsain	Act As
1	Instructor Electrician	Member-1
2	Instructor ICTSM	Member-2
3	Trainer MMV	Member-3
4	Clerk	Member-4


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11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Instructor Electrician	Member
2	Instructor ICTSM	Member
3	Trainer MMV	Member
4	Clerk	Member

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Dinesh Kashyap	Instructor Electrician	Nodal Officer

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Dinesh Kashyap	Instructor Electrician
2	Sh. Ashish Bhardwaj	Instructor ICTSM
3	Sh Satish Kumar	Clerk
4	Sh. Prem Lal	DEO

Section 4(1)(b)(ix)

Directory of Officers and employees:-

Sr. No.	Name of the staff member (Sh./Smt.)	Designation	Office Phone No.	Email
1	2	3	4	5
1	Janak Raj	Principal/DDO	01782-292805	principalitikumarsain@gmail.com
2	Dinesh Kashyap	Instructor Electrician	-do-	-do-
3	Ashish Bhardwaj	Instructor ICTSM	-do-	-do-
4	Pratap Singh	Trainer MMV (under IMC)	-do-	-do-
5	Monika	Trainer Sewing Tech (on Outsource Basis)	-do-	-do-
6	Satish Kumar	Clerk	-do-	-do-
7	Devki Nand	Workshop Attendant	-do-	-do-
8	Ravi Thakur	Sweeper (on outsource basis)	-do-	-do-

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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	Janak Raj	Principal	Level-16,
2	Dinesh Kashyap	Instructor Electrician	Level-11
3	Ashish Bhardwaj	Instructor ICTSM	Level-11
4	Pratap Singh	Trainer MMV (under IMC)	
5	Monika	Trainer Sewing Tech (on Outsource Basis)	
6	Satish Kumar	Clerk	Level-3
7	Devki Nand	Workshop Attendant	Level-3
8	Ravi Thakur	Sweeper (on outsource basis)	

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

Sr.No.	Object Code Description	Financial year 2024-2025 Amount allocated
1	01-Salaries & DA	2858732.00
2	04-Travel Expense	20187.00
3	05-Office Expense	147405.00
4	06 -Medical Reimbursement	18415.00
5	30- Motor Vehicle(Outsource)	10000.00
6	31- Machinery & Equipment's	20000.00
7	33-Material & Supply	10000.00

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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 www.itikumarsain.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:-

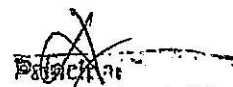
The institute has maintained its library restricted only to its trainees and staff. The library is not open for general public.

Section 4(1)(b)(xvi)
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS: -

S.No.	Name	Designation	PhoneNo.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Janak Singh, Principal	Public Information Officer	01782-292805	principalitikumarsain@gmail.com

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

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


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