

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 Berthin
Establishment and Address	2000, Govt. ITI Berthin, Vill. Dharoti P.O. Berthin, Tehsil Jhandutta, Distt. Bilaspur, H.P. 174029 E-mail:- ppltibtn@gmail.com
Contact No.	01978-267229
Website	www.itiberthin.edu.in

S. No.	Sections	Function	Duties
1	2	3	4
1	Office of the Principal Govt. ITI, Berthin	Implementing all the decision in respect of admission, Education & Finance	<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 foremen 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.


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			<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&T, and other authorized bodies are provided.</p>
2	Electrician, Fitter , Computer operator and Programming Assistant, Dress Making, Electronic Mechanic, Welder	To impart skill training related to relevant trades to Trainees	Teaching, Conducting examination, evaluation of papers. Conducting seminars.
3	Workshop	Imparting skill training to Trainees and Taking Practical Classes	To Conduct Workshop practical as per ITI curriculum
4	IT Lab	To impart IT skill training to trainees to enhanced their soft skills.	To Conduct Computer practical as per ITI curriculum
5	Library	Issuing Books to trainees and the Faculty Book keeping & Maintenance	Book keeping & purchasing new books Maintaining of the Records.

Sl. No.	Section	Function	Duties
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 Principal
 Govt. Industrial Training Institute
 Barhgaon, Dist. Bhojpur (H.P.)-174023




Section 4(1)(b)(ii)

MANUAL-2

Powers & Duties of Officers and Employees

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 foremen 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.

Designation	Group Instructor
Duties	Group Instructor ITI is responsible for the following:
	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 of classes in theory and practice 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	Clerk
Duties	<p>Clerk 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	Workshop Instructor/Workshop Attendant
Duties	<ol style="list-style-type: none"> 1. To arrange the various machinery and equipment for the students training as per the curriculum. 2. To assist trade instructor while performing workshop practical as per the curriculum. 3. To monitor the machinery and equipment in working order.

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 towards effective utilization of library services. 7. Supervising and cataloguing indexing.


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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 guidelines from time to time and the decision taken in the governing body meeting & supervised by the DTE & HPTSB and accountability as fixed by the government from time to time.

Section4(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 DGET norms and DTE & HPTSB, Himachal Pradesh regulations.

Section4(1)(b)(v)

MANUAL-5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY IT 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)

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


1	Category of the document 2	Procedure to obtain the documents 3
1	Bank Pass Books	The Documents may be obtained by general public from concerned Public Information Officer cum Principal of the Institution under RTI Act, 2005
2	Service Book	
3	Personal files	
4	Diary and Issue register	
5	Bill Register	
6	Book of Draw register	
7	DCR	
8	Cash Books	
9	Admission registers	
10	Placement Record	
11	Trainees Result	
12	RTI Register	
13	Duty attendance Register	
14	Files related to budget, correspondence, RTI.	
15	Files & documents related to building, Academic, Examination DET	
16	Files related to Procurement/Tender/stock registers/Sub Stock Register, Raw Material Register, Indent Book, Work Order Register, Store Return Book.	
17	Files related to Governing Body Meeting.	
18	Files related to student counseling.	

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Details of consultative committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable



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**Section 4(1)(b)(viii)
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Boards, Councils, Committees & Other Bodies Constituted

1. Institute Management Committee (IMC)

Sr. No.	Name of Member	Address and Contact No.	Designation
1	Sh. Rama Kant Dhatwalia,	Proprietor Murari Interlock Tile Mfg. Village Kallar, Post Office Bharoli Kalan, Tehsil Jhandutta, District Bilaspur , Himachal Pradesh , Pin Code -174035. Mobile No. 88822-07022	Chairman
2	Principal Govt. ITI Berthin	Principal Govt. ITI Berthin District Bilaspur HP 174029 Office Phone No 01978-267229 Mobile No. : 94180-60792	Member Secretary
Members Nominated By Industry Partner			
3	Sh. Susheel Kumar,	Government Contractor (HPPWD), Village Berthin, P.O. Berthin, Tehsil Jhandutta, District Bilaspur, Himachal Pradesh Pin Code 174029. Mobile No. : 98167-33014	Member
4	Sh. Pankaj Rana,	Government Contractor (HPPWD), Village Bhatoli , P.O. Berthin, Tehsil Jhandutta, District Bilaspur, , Himachal Pradesh, Pin Code 174029. Mobile No. : 82199-88177	Member
5.	Sh. Satish Kumar,	Sports Material Supplier, Village Berthin, Post Office Berthin, Tehsil Jhandutta, District Bilaspur Himachal Pradesh, Pin Code 174029 Mobile No.98160-76238	Member
6.	Sh. Rakesh Mehta,	Supplier of Hardware & Steel Materials , Village Berthin, Post Office Berthin , Tehsil Jhandutta, District Bilaspur, Himachal Pradesh, Pin Code 174029 Mobile No. : 82197-21571	Member
Members Nominated By State Government			
7.	District Employment Officer	District Employment Officer, District Bilaspur, HP-174001 Ph. 01978-222450	Member
8.	Representative of State Directorate	Officer dealing with Craftsman Training Scheme	Member
9.	Principal Govt. Sr. Sec. School Berthin	Principal Government Senior Secondary School Berthin District. Bilaspur HP-174029 PH. 01978-266022	Member
10.	Sr. Faculty Govt. ITI Berthin	Group Instructor/ Senior Instructor Govt. ITI Berthin Distt. Bilaspur HP 174029 Ph. 01978-267229	Member
11.	Student Representative Govt. ITI Berthin	Student Representative Govt. ITI Berthin Distt. Bilaspur HP 174029 Ph. 01978-267229	Member


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2. Hostel management Committee: -

Not Applicable

3. Anti ragging Committee: -

Sr. No.	Name of Committee members	Designation	Act As
1	Smt. Rajo Devi	Group Instructor	Chairman
2	Sh. Ashish Kumar	Instructor COPA	Member
3	Sh. Naresh Kumar	Instructor Electronic Mechanic	Member
4	Sh. Mamta Rani	Instructor Dress Making	Member
5	Class representative from each trade		Member

4. Quarters Allotment Committee: -

Not Applicable, since no quarter available.

5. Sexual Harassment Committee/ Women cell: -


Sr. No.	Officials and Designation	Designation	Act As
1	Smt. Rajo Devi	Group Instructor	Chairman
2	Sh. Mamta Rani	Instructor Dress Making	Member
3	Smt. Naina Chandel	IT Faculty	Member
4	Smt. Nisha Kumari	Data Entry Operator	Member

6. Student Welfare Fund Committee: -

Sr. No.	Name of Committee members	Designation	Responsibility
1	Smt. Rajo Devi	Group Instructor	Chairman
2	Sh. Ashish Kumar	Instructor COPA	Member
3	Sh. Anil Kumar	Instructor Welder	Member
4	Sh. Rajender Kumar	Instructor Electrician	Member
5	Sh. Naresh Kumar	Instructor Electronic Mechanic	Member
6	Sh. Mamta Rani	Instructor Dress Making	Member
7	Sh. Dinesh Kumar	Clerk (member)	Member
8	Class representative from each trade	Trainee	Member

7. Purchase committee of the institute: -

Sr. No.	Officials of ITI Berthin	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


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Kashinagar, Bikaner (R.P.)-334003

Section 4(1)(b)(ix)**MANUAL-09****Directory of Officers and employees: -**

Sr. No.	Name 's of Employees	Profile/Post	Contact No./ E-mail
1	Sachin Sharma	PRINCIPAL	01978-267229 pplitibtn@gmail.com
2	Miss Rajo Devi	Group Instructor	9817222831 devirajo26@gmail.com
3	Sh. Ashish Kumar	Instructor	7018233184 ashubilaspur@gmail.com
4	Sh. Anil Kumar	Instructor	9418037459 aniliti2009@gmail.com
5	Sh. Naresh Kumar	Instructor	9459505896 nareshdhatwalia7152@gmail.com
6	Sh. Rajender Kumar	Instructor	9816685113 rajender85113@gmail.com
7	Smt. Mamta Rani	Instructor	9816262249 mamtasonihp98@gmail.com
8	Sh. Arun Sharma	Trainer	98177777817 arunbhatoli@gmail.com
9	Sh. Avneesh Sharma	Trainer	9418580879 savneesh55@gmail.com
10	Sh. Pankaj Chauhan	Trainer	9805375040 rarpacomedy@gmail.com
11	Miss Naina Chandel	Trainer	8894056047 chandelsunaina5@gmail.com
12	Sh. Dinesh Kumar	Clerk	9418636547 dineshpalsoti@gmail.com
13	Smt. Sapna Kumari	Data Entry Operator	9805382316 Sharmarose36@gmail.com
14	Smt. Nisha Kumari	Data Entry Operator	7807587353 nisha24march1989@gmail.com
15	Sh. Anil Kumar	Peon	9805875010 anilrattan9@gmail.com
16	Sh. Sandeep Kumar	Chowkidar	8894464375
17	Sh. Jai Ram	Sweeper cum cleaning worker	8894161222
18	Sh. Vikas Kumar	Chowkidar cum Security Gaurd	8894643706

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. Electoral Literacy Club (ELC): -


Sr. No.	Name of Committee Members	Designation /Trade Name	Duty Assign (Awareness Regarding Electoral Literacy)
1	Sh. Rajinder Kumar	Instructor Electrician Trade	Nodal Officer
2	Abhishek	Trainee Electrician Trade	Member/
3	Amit Kumar	Trainee Electrician Trade	Member
4	Nikhil rana	Trainee Electrician Trade	Member
5	Rohit	Trainee Electrician Trade	Member
6	Sourav Bhogal	Trainee Electrician Trade	Member
7	Bipasha Devi	Trainee Electrician Trade	Member
8	Simran	Trainee Electrician Trade	Member
9	Ishita	Trainee Electrician Trade	Member
10	Komal	Trainee Electrician Trade	Member
11	Palvi	Trainee Dress Making Trade	Member
12	Tamana	Trainee Dress Making Trade	Member
13	Muskan	Trainee Dress Making Trade	Member
14	Anjali	Trainee Dress Making Trade	Member
15	Geetanjali	Trainee Dress Making Trade	Member
16	Shivali	Trainee Dress Making Trade	Member
17	Khusbu	Trainee Dress Making Trade	Member
18	Shailja Kumar	Trainee COPA Trade	Member
19	Mansi Sharma	Trainee COPA Trade	Member
20	Diksha Kumari	Trainee COPA Trade	Member
21	Akshit Pathania	Trainee Electrician Trade	Member

13 Admission Committee: -

Sr. No.	Name of Committee members	Designation	Act As
1	Smt. Rajo Devi	Group Instructor	Chairman
2	Sh. Anil Kumar	Instructor	Member
3	Sh.Naresh Kumar	Instructor	Member
4	Smt. Mamta Rani	Instructor	Member
5	Sh. Dinesh Kumar	Clerk	Member
6	Smt. Naina Chandel	IT Faculty	Member

Disciplinary Committee: -

Sr. No.	Name of Committee members	Designation	Act As
1	Smt. Rajo Devi	Group Instructor	Chairman
2	Sh. Ashish Kumar	Instructor COPA	Member
3	Sh. Anil Kumar	Instructor Welder	Member
4	Sh. Rajender Kumar	Instructor Electrician	Member
5	All Trade CR		Member



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 North East, Bhopal (M.P.)-474002

Section 4(1)(b)(x)

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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	Pay Scale (As per HP Civil Services Revised pay Rules 2022, 7 th pay commission)
1	Sachin Sharma	PRINCIPAL	Level-16, Cell 4
2	Miss Rajo Devi	Group Instructor	Level-12, Cell 14
3	Sh. Ashish Kumar	Instructor	Level-11, Cell 15
4	Sh. Anil Kumar	Instructor	Level-11, Cell 6
5	Sh. Naresh Kumar	Instructor	Level-11, Cell 4
6	Sh. Rajender Kumar	Instructor	Level-11, Cell 4
7	Smt. Mamta Rani	Instructor	Level-11, Cell 3
8	Sh. Arun Sharma	Trainer	Fixed Rs. 16215.00
9	Sh. Avneesh Sharma	Trainer	Fixed Rs. 16215.00
10	Sh. Pankaj Chauhan	Trainer	Fixed Rs. 16215.00
11	Miss Naina Chandel	Trainer	Rs. 23012.00
12	Sh. Dinesh Kumar	Clerk	Level-03, Cell 22
13	Smt. Sapna Kumari	Data Entry Operator	Rs. 19402.00
14	Smt. Nisha Kumari	Data Entry Operator	Rs. 19402.00
15	Sh. Anil Kumar	Peon	Level 1, Cell 6
16	Sh. Sandeep Kumar	Chowkidar	Level 1, Cell 6
17	Sh. Jai Ram	Sweeper cum cleaning worker	Rs. 17284.00
18	Sh. Vikas Kumar	Chowkidar cum Security Gaurd	Rs. 17284.00


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Basthi Dist. Bhaupur (H.P.)-174022

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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	5640242
2	04 Travel Expense	10305
3	05 Office Expense	119931.
4	06 Medical Reimbursement	21332
5	31 Machinery & Equipment's	10000
6	33 Material & Supplies	10000

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 www.itiberthin.edu.in


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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.

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


S. No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika, Additional Director Technical Education Vocational and Industrial Training	First Appellate Authority	01907-266572	addldir-te@hp.gov.in
2.	Sh. Sachin Sharma, Principal	Public Information Officer	01978-267229	pplitibtn@gmail.com

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OTHER INFORMATION PRESCRIBED: -

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


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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.itiberthin.edu.in

1.2 Public Private Partnerships

Govt. ITI Berthin is covered under Public Private Partnership and had received an interest free loan of an amount of 2.5 crore in year 2008 for 10 years. The Institute had to repay the loan in 20 equal installments of amount 12.50 lakh per year. Till date Institute had repaid its 6 installments and no installment is due for repayment. The Satluj Jal vidyut Nigam Ltd Shimla is Industrial Partner of the Institute and Institute had received an aid of one crore for construction of one of its Building Block from its Industrial Partner.

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.

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 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.


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Govt. Industrial Training Institute
Sector-3, Shimla (S.P.)-174025