

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 itidhameta.edu.in

1.2 Public Private Partnerships

Govt. ITI DHAMETA is 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 has received 2.50 Cr. Grant under Upgradation of 1396 Govt. ITI through PPP MODE in year 2009.

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 DHAMETA
Establishment and Address	2002, Govt. ITI DHAMETA VPO. DHAMETA TEHSIL FATEHPUR DISTT. KANGRA H.P. 176025 E-mail:- dhameta@gmail.com
Contact No.	01893-254401
Web Site	itidhameta.edu.in
Code allotted by the DGT	GR02000139

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

			<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	Fitter trade	To impart knowledge & skill to the trainees of Fitter trade.	-do-
4	R&AC.T	To impart knowledge & skill to the trainees of R&AC.T Trade	-do-
5	MMV Trade	To impart knowledge & skill to the trainees of MMV Trade	-do
6	Welder Trade	To impart knowledge & skill to the trainees of Welder Trade	-do
7	Copa Trade	To impart knowledge & skill to the trainees of Copa Trade	-do
5	Workshop	Imparting Skill training to trainees	Workshop
9	IT Lab	To teach related to Computer	IT Lab
10	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>

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	
Designation	Group Instructor
Duties	<p>Group Instructor ITI is responsible for 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.

Designation	Instructor
Duties	<p>Instructor 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	Superintendent Grade-II
Duties	Post Not Available

Designation	Junior Office Assistant/ Clerk
Duties	<p>(i) . Smt., Sapna DEO performs the duties assigned by Junior Office Assistant/ Clerk To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Accounts,</p> <p>(iii) To manage/deal with seat of Cash etc.</p> <p>(1) Smt., Sapna DEO the duties assigned by the head of the institute i.e., (i) To deal with seat of Diary & Dispatch 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

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 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 logbook (where vehicle is available	
14	Duty attendance	The Documents can be obtained from concerned officer In-charges
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. Applicable

Sr. No.	Name	Designation
1	Sh. Krishan Kumar	Chairman of the IMC,
2	Sh. Nirmal Singh	Member- 1
3	Sh. Kulvinder Singh	Member- 2
4	Smt. Nisha Dhiman	Member- 3
5	Sh. Karam Chand	Member- 4
6	Distt. Employment Officer	Member- 5
7	Principal Govt. Sr. Sec. School Dhameta	Member- 6
8	Group Instructor Govt. ITI Dhameta	Member-7
9	IMC Trainer	Member- 8
10	Trainee Representative Govt. ITI Dhameta	Member- 9
11	Er. Chain Singh Rana Principal	Member Secretary of the IMC

2. Hostel Management Committee. Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Dhameta	Act As
1	Sh. Ishan G.I.	Nodal officer
2	Smt. Anu Sharma Inst. Copa	Member
3	Sh. Pawnesh Kumar Tr.. Electrician	Member
4	Sh. Rohit Kumar Tr. R&AC.T	Member
5	Smt. Sapna Deo	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	Smt. Anu Sharma Inst. Copa	Member
2	Smt. Sapna	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ishan	Group Instructor
2	Smt. Anu Sharma	Instructor Copa (member)
3	Smt. Sapna	DEO
4	Priyanka	Electrician Trade Student
5	Mannat Mehra	COPA Trade Student
6	Rohit	R &AC.T Trade Student

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Dhameta	Act As
1	Group Instructor/ Purchase Officer	Purchase officer
2	Requisitioned official/Inst.	Member-1
3	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-2
4	Store keeper	Member-3

8. 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

9. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Chain Singh Rana	Principal	Nodal Officer
2	Sh. Ishan	Group Instructor	Member
3	Smt. Anu Sharma	Instructor Copa (member)	Member
4	Smt. Sapna	DEO	Convenor
5	Sh. Rohit Kumar	Tr. R&AC.T	Member
6	Sh. Pawnesh Kumar	Tr. Electrician	Member
7	Sh. Davinder Singh	Tr .Fitter	Member
8	Sh. Amit Kumar	Tr. Welder	Member
9	Sh. Narinder Kumar	Tr. MMV	Member
10	Sh. Dinesh Kumar	Tr. Math & Drg.	Member
11	Mrs. Priynka	Trainee Electrician	Member

10. Online Admission Committee

Sr. No.	Name of Committee members	Designation
1	Sh. Ishan	Group Instructor
2	Smt. Anu Sharma	Instructor Copa (member)
3	Smt. Sapna	DEO
4	Sh. Rohit Kumar	Tr. R&AC.T
5	Sh. Pawnesh Kumar	Tr. Electrician
6	Sh. Davinder Singh	Tr .Fitter
7	Sh. Amit Kumar	Tr. Welder
8	Sh. Narinder Kumar	Tr. MMV
9	Sh. Dinesh Kumar	Tr. Math & Drg.
10	Sh. Kewal Singh	Peon

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	Chain Singh Rana	Principal	01893-254401	dhameta@gmail.com
2	Sh. Ishan	Group Instructor	-do-	-do-
3	Smt. Anu Sharma	Instructor Copa	-do-	-do-
4	Smt. Sapna	DEO	-do-	-do-
5	Sh. Rohit Kumar	Tr. R&AC.T	-do-	-do-
6	Sh. Pawnesh Kumar	Tr. Electrician	-do-	-do-
7	Sh. Davinder Singh	Tr .Fitter	-do-	-do-
8	Sh. Amit Kumar	Tr. Welder	-do-	-do-
9	Sh. Narinder Kumar	Tr. MMV	-do-	-do-
10	Sh. Dinesh Kumar	Tr. Math & Drg.	-do-	-do-
11	Sh. Kewal Singh	Peon	-do-	-do-
12	Sh. Gulzari Lal	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	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Chain Singh Rana	Principal	Level-16 (48700-154300)
2	Sh. Ishan	Group Instructor	Level-12 (43000-136000)
3	Smt. Anu Sharma	Instructor Copa	Level-11 (38500-122700)
4	Sh. Kewal Singh	Peon	Level-01 (18000-56900)
5	Sh. Gulzari Lal	Sweeper	Level-01 (18000-56900)
		Outsource Staff	
1	Smt. Sapna	Data Entry Operator	Fix Rs. 11831/- per month
2	Sh. Rohit Kumar	Trainer R&AC.T	Fix Rs. 16215/- per month
		IMC Staff	
1	Sh. Pawnesh Kumar	Trainer Electrician	Fix Rate Rs. 16215/- per month
2	Sh. Davinder Singh	Trainer Fitter	Fix Rate Rs. 16215/- per month
3	Sh. Amit Kumar	Trainer Welder	Fix Rate Rs. 16215/- per month
4	Sh. Narinder Kumar	Trainer MMV	Fix Rate Rs. 16215/- per month
5	Sh. Dinesh Kumar	Trainer Math & Drawing	Fix Rate Rs. 16215/- per month

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
2	02 Wages	.00
3	04 Travel Expense	6220.00
4	05 Office Expense	130000.00
5	06 Medical Reimbursement	.00
6	31 Machinery & Equipment's	00
7	33 Material & Supplies	10000.00
8	65 Remuneration to Outsources employees	.00
9	99 Honorarium	30000.00

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 matter are made available on the website itidhameta.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. Chain Singh Rana, Principal	Public Information Officer	01893-254401	dhameta@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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

Organization Chart of Govt. ITI Dhameta

