

Section 4(1) (b) (i)

The particular of its organization, function and duties:-

Name of organization	State of the Art Govt. ITI Nagrota Bagwan Distt. Kangra HP (Camp at Govt. ITI Baroh)
Establishment and address	Camp. Govt. ITI Baroh, VPO Sarotri, Tehsil Baroh District Kangra HP Pin - 176037
Contact No	01892-26773
Web site	http://soaitinagrotabagwan.edu.in
Code allotted by the DGT	GR02000288

Sr. No	Section	Function	Duties
1	Office of the Principal SOA Govt. ITI Nagrota Bagwan Distt. Kangra HP (Camp at Govt. ITI Baroh)	The ITIs offer a range of vocational/skill training courses covering a large number of economic sectors with an objective of providing skilled workforce to the Industry as well as self-employment of youth. They provide post-school technical as well as vocational training courses leading to lifelong career in one or two-year skill courses which are based on a semester pattern. The training courses in ITIs have been designed to impart basic skills and knowledge in the trades so as to prepare trainee for employment as a semiskilled/skilled worker or for self-employment.	Industrial Training Institutes has played a vital role in the economic development of the country especially in terms of supplying skilled manpower to industries. Properly trained skilled manpower is the demand of the industry, which is being regularly supplied by handson skill training through ITIs
2	MAE&E	To impart knowledge & skill to the trainees of Plumber trade.	To impart better training to enroll trainees under electrician trade. An ITI Electrician is responsible for installing, maintaining and repairing electrical wiring and equipment. They work and ensure all safety standards and regulations are met.
3	Workshop	Providing practical exposure to the trainees of all	

		engineering/non- engineering trades running in the institute.	
4	IT lab	IT Lab teaches computer science & IT courses. Trainees learn how to use applications like MS-Word, MS-Excel and Power Point. Trainees also learn how to use internet in daily life with security.	Maintaining and repairing computer equipments, installing software and ensuring the safe use of the Lab.
5	Library	Library is the reservoir of knowledge and information. Consequently, job opportunities for library as on the uprising. Librarianship is as profession concerned with storage, organizing and maintenance of books, papers and journals.	<ul style="list-style-type: none"> - Parton Services - Operation of the - Issue library cards and update parton information - Take study room reservation for partons Assist with setting up displays

Section 4(1) (b) (ii)

Power & duties of officers and employees

Name	Smt. Bandna Kumari
Designation	Principal
Powers	Administration management as per DGT norms Financial Power as per state Government norms
Duties	<p>All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out</p> <p>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>Training programmes are carried out according to schemes</p> <p>Raw materials are purchased in time and duly supplied</p> <p>Machine and equipment are properly maintained</p> <p>Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time</p> <p>Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes</p> <p>Proper discipline is maintained in the institute</p> <p>There is close relationship between the trainees and the instructional staff</p> <p>Proper follow-up is maintained of the passed out trainees</p> <p>Proper security arrangements are maintained and safety precautions observed</p> <p>Trainees get the proper medical aid and welfare arrangements are available</p> <p>Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.</p> <p>Any other additional duties assigned to the Principal of ITI</p>

Name	Sh. Manoj Kumar
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Designation	Group Instructor
Duties	Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections
	The tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards
	Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time
	Safety precautions are observed in the workshop
	Sections function strictly according to the time schedule laid down and proper discipline maintained; and
	Any other additional duties assigned by the Principal of ITI

Designation	Instructor
Duties	Taking of classes in theory and practice according to the prescribed syllabus and graded exercises
	Maintenance of attendance register, progress cards, raw-material register, tool and equipment register, manufacturing register and other sectional records in accordance with the instructions
	Checking and correcting of theory notes, practical work and journals of trainees
	Preparing charts, drawing and other visual aid material for the section
	Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily
	Requisitioning of tools and raw materials required for the section
	Ensuring close relationship with the trainees
	Attending to leave applications of trainees
	Any other additional duties assigned by the Principal of ITI
Designation	Junior Office Assistant (IT)
Duties	Finishing of work timely & distribution of work among the staff as evenly as possible; (ii) Training, helping and advising the staff; (iii) Management and co-ordination of the work; (iv) Maintenance of order and discipline in the section; (V) Assist & follows direction/orders of Principal/DDO.

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 guideline 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 DGT norms and DTE & HPTSB, Himachal Pradesh

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 discharge its functions:**

The rules, regulations, instruction, manuals and record are followed by the employees for discharging its functions by using treasury Manual Himachal Pradesh civil service code and instruction 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 category of documents that are held it or under control:**

SI. No.	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Books	Maintained
2	Service Book	
3	Personal files	
4	Diary and dispatch Registers	
5	Bill register	
6	Books of drawl register	
7	DCR	
8	Cash Book	
9	Admission registers	
10	Demand Books	
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 DGT	
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:** Yes Attached as Annexure-
2. **Hostel Management committees:** Not Applicable
3. **Anti- ragging committee:** Yes Attached as Annexure-

Sr. No	Officials of ITI	Act as
1	Smt. Bandna Kumari, Principal	Chair Person
2	Sh. Manoj Kumar, Group Instructor	Member
3	Sh. Appu Sagar, Instructor	Member
4	Sh. Surender Paul, Instructor	Member
5	Smt. Goran Devi, Instructor	Member
6	Sh. Gulshan Bhatia, Instructor SOA Govt. ITI Nagrota Bagwan	Member

4. **Quarters Allotment committee:** Not Applicable
5. **Sexual Harassment committee women cell:** Yes Attached As Annexure

Sr. No	Officials and designation	Act as
1	Smt. Bandna Kumari, Principal	Chair Person
2	Sh. Manoj Kumar, Group Instructor	Member
3	Smt. Goran Devi, Instructor	Member
4	Smt. Manisha Kumari, Trainer	Member
5	Smt. Parveen Kumari, Pradhan, (Sarotri)	External Member

6. Student Welfare Fund Committee

Sr. No	Name of Committee members	Designation
1	Smt. Bandna Kumari, Principal	Chair Person
2	Sh. Manoj Kumar, Group Instructor	Member
3	Sh. Gulshan Bhatia, Instructor	Member
4	CR Trade MAE&E Shift-I	Member
5	CR Trade MAE&E Shift-II	Member

7. Purchase committee of the Institute

Sr. No	Officials of ITI	Act as
1	Sh. Manoj Kumar, Group Instructor	Store Officer
2	Sh. Gulshan Bhatia, Instructor	Member
3	Sh. Gurmeet Kumar, Store Incharge	Member

11. Physical Verification committee.

Sr. No	Employee & designation	Act as
1	Smt. Bandna Kumari, Principal	Chair Person
2	Sh. Manoj Kumar, Group Instructor	Member
3	Concern Trade Instructor/Branch/Section	Member

12. Electoral Literacy club (ELC)

Sr. No	Name of Committee members	Designation trade name	Duty assign
1	Sh. Arvind Sharma	Instructor MMV	Nodal Officer
2	All Official Govt. ITI Baroh & SOA Govt. ITI Nagrota Bagwan	-	Member
3	All Trainees above 18 years old Govt. ITI Baroh & SOA Govt. ITI Nagrota Bagwan	All Trade	Member

13. Admission committee

Sr. No	Name of committee members	Designation
1	Smt. Bandna Kumari	Principal
2	Sh. Manoj Kumar	Group Instructor
3	Sh. Appu Sagar	Instructor Drg./Math
4	Sh. Surender Paul	Instructor Drg./Math
5	Sh. Gulshan Bhatia	Instructor MMV
6	Sh. Harish Chaudhary	Instructor Drg./Math
7	Sh. Arvind Sharma	Instructor MMV
8	Sh. Arun Kumar	Instructor E. Skills
9	Sh. Amit Kumar	Instructor Plumber
10	Sh. Sanjeev Kumar Singh	Instructor Plumber
11	Smt. Goran Devi	Instructor Swe. Tech
12	Sh. Gurmeet Kumar	JOA (IT)

Section 4 (1) (b) (ix)

Directory of Officers and employees

Sr. No	Name of the staff member	Designation	Office Ph. No	Email
1	2	3	4	5
1	Smt. Bandna Kumari	Principal	01892-26773	soaitinagrota@gmail.com
2	Sh. Gulshan Bhatia	Instructor MMV	01892-26773	soaitinagrota@gmail.com
3	Sh. Harish Chaudhary	Instructor Drg./Math	01892-26773	soaitinagrota@gmail.com

4	Sh. Gurmeet Kumar	JOA (IT)	01892-26773	soaitinagrota@gmail.com
5	Sh. Om Parkash	Peon	01892-26773	soaitinagrota@gmail.com
6	Sh. Kamal Kumar	Chowkidar Daily Wager	01892-26773	soaitinagrota@gmail.com
7	Smt. Binta Devi	Sweeper (Outsourced)	01892-26773	soaitinagrota@gmail.com

Section 4 (1) (b) (ix)

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 Service Revised pay Rules 2022)
1	Sh. Gulshan Bhatia	Instructor (MMV)	38500-122700

Section 4 (1) (b) (ix)

The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursement made

Budget Availability Report

Financial year 2024-2025

Sr. No.	Object code description	Amount allocated
1	27-2230-03-003-05-SOON-01	709990
2	27-2230-03-003-05-SOON-02	184725
3	27-2230-03-003-05-SOON-03	6480
4	27-2230-03-003-05-SOON-05	85000
5	27-2230-03-003-05-SOON-06	6518
6	27-2230-03-003-05-SOON-31	20000
7	32-2230-03-003-05-SOON-31	4000
8	27-2230-03-003-05-SOON-33	10000
9	27-2230-03-003-05-SOON-65	138679

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

Section 4 (1) (b) (xv)

The particulars of faculties available to citizen 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 public information officers:

Sr. No	Name	Designation	Phone no.	E-mail
1	Smt. Bandna Kumari	Principal	8580417288	soaitinagrota@gmail.com

Section 4 (1) (b) (xvii)

Other information prescribed:

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

1. Suo-Motu 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.Citizen charter
- 1.7.Discretionary and Non-Discretionary Grants
- 1.8.Tours of Head of office Delegations.