

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	Government ITI Paplog
Establishment and Address	2000, Govt. I.T.I. Paplog, V.P.O. Paplog, Tehsil Sarkaghat, Distt. Mandi, HP-175024 E-mail:- itipaplog@rediffmail.com
Contact No.	01905-292946
Website	www.itigovpaplog.edu.in
Code allotted by the DGT	GR02000215

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

			<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, DGT, and other authorized bodies are provided.</p>
2	Plumber trade	To impart knowledge & skill to the trainees of Plumber trade.	Teaching, conducting examination, conducting evaluation, seminars.
	Electronics Mechanic	To impart knowledge & skill to the trainees of Electronics Mechanic trade.	-do-
	Welder	To impart knowledge & skill to the trainees of Welder trade.	-do-
	Fitter	To impart knowledge & skill to the trainees of Fitter trade.	-do-
	M.M.V.	To impart knowledge & skill to the trainees of M.M.V. trade.	-do-
	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	-do-
	Dress Making	To impart knowledge & skill to the trainees of Dress Making trade.	-do-
	S.O.T. (Emb.)	To impart knowledge & skill to the trainees of S.O.T. (Emb.) trade.	-do-
	Cosmetology	To impart knowledge & skill to the trainees of Cosmetology trade.	-do-
3	Workshop	Imparting Skill training to trainees	Workshop
4	IT Lab	To teach related to Computer	IT Lab
5	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	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.

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	<p>Superintendent Grade-II supervises work of the Ministerial staff posted in the institute and submits their cases to the Principal. He also performs the duties assigned by the head of the institute.</p>

Designation	Junior Office Assistant/ Clerk
Duties	<p>(1) Smt. Preeti Gupta, Data Entry Operator,) performs the duties assigned by the head of the institute i.e.</p> <ol style="list-style-type: none"> 1. Maintaining Records and Files 2. Handling Correspondence 3. Student Enrollment and Admission 4. Attendance Management 5. Preparation of Certificates and Reports 6. Inventory Management 7. Scheduling 8. Support to Staff and Students 9. Handling Financial Transactions <p>Other Administrative Tasks:-</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. (iv) To Deal with seat of Training and Store etc. (v) To deal with seat of Diary & Dispatch etc.

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:

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	The Documents can be obtained from concerned officer In-charges
12	Trainees Result	
13	Vehicle log book (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 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.	Name of the Member	Address and contact No.	Designation
1	Sh. Kamal Rangra	M/S Synergy Thrislington, Village Beer Plassi, Post Office Manjholi Tehsil Nalagarh, District Solan (HP) Email id:- k_rangra@yahoo.com Phone No. 9876345495	Chairman
2	Smt. Lata Devi	Principal, Govt. ITI , Paplog 85806-74125	Member Secretary
Members nominated by Industry partner			
3	Pravin Prashar	M/s Chayavan Rishi Ayur Sidha Pvt. Ltd. Adress:- 260, Village Rakhoh, Tehsil Sarkaghat Distt. Mandi (HP) 175024 Email ID :- pravin.prashar@chyavanrishiayursidha.com Phone No. 99585-44497	Member - 1
4	Jiwan Gupta	M/s Shiva Flour & General Mills Barchwar, Tehsil Sarkaghat Distt. Mandi (HP) Phone No:- 9418080223	Member - 2

5	Rahul Saklani	M/s Saklani Furniture House Dharampur Distt. Mandi (HP) Email id:- kumarrahul@furniture@gmail.com Phone No. 94185-11565	Member - 3
6	Vinod Rana	M/s Perianth Drugs Pvt. Ltd. Address:- NAC Shop No. 55 Ward No. 5 Hospital Road Sarkaghat Distt. Mandi (HP) Email id:- ranavinod77@gmail.com Phone No. 94180-94240	Member - 4
Members nominated by the State Govt.			
7	Distt. Employment Officer	Ex- Officio	Member - 1
8	Representative of State Directorate	Ex- Officio Representative of State Directorate dealing with ITIs	Member - 2
9	Sr. Academician	Principal, GSSS, Paplog	Member - 3
10	Senior Faculty Member	Ex- Officio, Instructor Jeet Singh Govt. ITI Paplog	Member - 4
11	Student Representative	Ex- Officio, Student Representative from ITI Paplog	Member - 5

2. Anti Ranging/ Stop Smoking/Drug abuse Committee :-

Sr. No.	Officials of ITI Paplog	Act As
1	Sh. Rajender Kumar Instructor Plumber	In charge
2	Sh. Randhir Inst. MMV	Member
3	Sh. Balbir Inst. EM	Member
4	Smt. Drompti Devi, Inst. SOT	Member
5	Sh. Puneet, Inst. Fitter	Member
6	Sh. Kapil Dev, Inst. MMV	Member
7	Smt. Rekha, Trainer DM	Member

3. Hostel Management Committee. Not Applicable

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. Meera Devi, Instt. Sewing Technology	In charge
2	Sh. Balbir Inst. EM	Member
3	Smt. Drompti Devi, Inst. SOT	Member
4	Sh. Puneet, Inst. Fitter	Member
5	Smt. Rekha, Trainer DM	Member
	Smt. Renu, Trainer Cosmetology	Member
	Smt. Bandana, Trainer Emp. Skills	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Randhir Singh, Instt. MMV	In charge
2	Sh. Rajender Kumar, Instt. Plumber	Member
3	Sh. Rajesh Kumar, Instt. Electrician	Member
4	Smt. Dropmti Devi, Instt. SOT	Member
5	Sh. Ajay Kumar, Trainer Welder	Member
6	Class representative from each trade	Member

07. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Rajender Kumar	Instructor Plumber (Nodal Officer)
2	Sh. Rajesh Kumar	Instt. Electrician (Member)
3	Sh. Randhir Singh	Instt. MMV (Member)
4	Sh. Hitesh Kumar	Trainer Electrician (Member)
5	Sh. Vishal Thakur,	Trainer Engg. Drg. (Member)
6	Sh. Abinash Rana	Trainer Electrician (Member)
7	Sh. Kapil Dev Sharma	Instt. MMV(Member)
8	Sh. Ajay Kumar, Trainer Welder	Trainer Welder, (Member)
9	Sh. Manoj Kumar	Trainer Electrician Member (Member)
10	Sh. Aashish	Trainer Electrician (Member)

Section 4(1)(b)(ix)
Directory of the officers/ official and employees:-

Sr. No.	Name of Faculty	Trade Name	Designation	E-mail ID	Mobile Number
1	Smt. Meera Thakur	Dress Making	Instructor Sewing Technology	thakurmeera968@gmail.com	7018337 156
2	Sh. Rajender Kumar	Plumber	Instructor Plumber	rajenderthakur7276@gmail.com	9015319 732
3	Sh. Randhir Singh	MMV	Instructor MMV	randhir.itireckong@gmail.com	9418645 097
4	Sh. Kapil Dev Sharma	MMV	Instructor MMV	kapildevsharma320@gmail.com	9882500 785
5	Sh. Rajesh Kumar	Electrician	Instructor Electrician	rajeshkumar06031974@gmail.com	8894224 678

6	Sh. Balbir Singh	Electronics Mechanic	Instructor Electronics Mechanic	rana43374@rediffmail.com	8219430 645
7	Sh. Pawan Kumar	Electronics Mechanic	Instructor Electronics Mechanic		98160- 89276
8	Smt. Drompti Devi	SOT (Emb.)	Instructor SOT (Emb.)	devidrompati68@gmail.com	7018261 572
9	Sh. Puneet	Fitter	Instructor Fitter	psharma8453@gmail.com	9829000 11
10	Sh. Ramesh Chand	—	Peon-cum- Chowkidar		8988131 976
11	Sh. Ajay Kumar	Welder	Trainer Welder (IMC)	aju0787@gmail.com	7018902 646
12	Sh. Hitesh Kumar	Electrician	Trainer Electrician (IMC)	hthakur991@gmail.com	9625041 701
13	Sh. Manoj Kumar	Electrician	Trainer Electrician (IMC)	mksjaroh@gmail.com	8219619 292
14	Sh. Abinash Rana	Electrician	Trainer Electrician (IMC)	abhinashrana07@gmail.com	9816701 782
15	Sh. Aashish	Electrician	Trainer Electrician (IMC)	aashu.sharma835@gmail.com	9625825 450
16	Sh. Sunil Kumar	Electrician	Trainer Electrician (IMC)	sunilkumar13896@gmail.com	8544724 971
18	Sh. Bandana Devi	—	Trainer Employability Skills (IMC)	bandusharma647@gmail.com	9882021 176
19	Sh. Ashutosh Bimal	MMV	Trainer MMV (IMC)	asutoshvimal@gmail.com	8988260 512
20	Sh. Vishal Thakur	—	Trainer Engineering Drawing (IMC)	vishalthakur831@gmail.com	8219121 294
21	Smt. Renu Dogra	Cosmetology	Trainer Cosmetology (Outsource)	renudogra874@gmail.com	9069736 671
22	Smt. Rekha	Dress Making	Trainer Dress Making (Outsource)	rekhaparmar716@gmail.com	7018565 051
23	Smt. Preeti Gupta	—	D.E.O. (Outsource)	preetisaanvi61@gmail.com	7559610 004
24	Sh. Rakesh Kumar	—	Security Guard (Outsource)	vermastudio.1980@gmail.com	9816397 004

25	Sh. Vijay Paul	—	Security Guard (Outsource)	7807150 803
26	Smt. Reeta Kumari	—	Part Time Sweeper (Outsource)	7876064 434

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	Smt. Lata Devi	Principal	Level-16
2	Smt. Meera Thakur	Instructor Sewing Technology	Level-12
3	Sh. Rajender Kumar	Instructor Plumber	Level-11
4	Sh. Randhir Singh	Instructor MMV	Level-11
5	Sh. Rajesh Kumar	Instructor (Electrician)	Level-11
6	Sh. Balbir Singh	Instructor Elect. Mech.	Level-11
7	Smt. Pawan Kumar	Instructor Elect. Mech.	Level-11
8	Smt. Drompti Devi	Instructor SOT (Emb.)	Level-11
9	Sh. Kapil Dev Sharma	Instructor MMV	Level-11
10	Sh. Puneet	Instructor Fitter	Level-11
11	Sh. Ramesh Chand	Peon	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

Demand No.:- 27

Sr. No.	Object Code Description	Amount allocated (Rs.)
1	01 Salaries & DA	81,69,881.00
2	04 Travel Expense	19,393.00
3	05 Office Expense	1,64,841.00
4	06 Medical Reimbursement	52,323.00
5	20 Other Charges	8295.00
6	33 Material & Supplies	88,642.00
7	99 Honorarium	70,000.00

Demand No 19

Sr. No.	Object Code Description	Amount allocated (Rs.)
1	06 Medical Reimbursement	3281.00

Demand No 32

Sr. No.	Object Code Description	Amount allocated (Rs.)
1	31 Machinery & Equipment	20,000.00
2	33 Material And Supply	10,000.00

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 www.itipaplog.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: -**

Sr. No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Lata Devi, Principal (ITI)	Public Information Officer	01905-292946	itipaplog@rediffmail.com

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

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