

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.gitisalooni.edu.in

1.2 Public Private Partnerships

Govt. ITI Salooni Distt. Chamba 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 other link 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 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.

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 Salooni
Establishment and Address	Salooni, Distt. Chamba HP Established in Year 2019
Contact No.	9418015630
Web Site	www.gitisalooni.edu.in
Code Allotted by the DGT	Running under SCVT

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI Salooni Distt. Chamba	To arrange the training environment	<ol style="list-style-type: none">1. To arrange the Training environment to the trainees2. Administrative control of the institute3. Financial Control of the Institute4. Security of the Institutional property5. Resolve the complaints received from the general public
2	Electrician trade	Training of the Electrician Trainees	<ol style="list-style-type: none">1. Make the Trainees theoretically able to understand the electrical functions.2. Train the trainees practically related to their trade.3. Make the trainees conversant about the Industrial environment and working conditions4. Make the trainees equipped with skills to be able to present themselves before the employers.5. Make the trainees a responsible citizen and skilled workforce.
	Surveyor trade	Training of the Surveyor Trainees	<ol style="list-style-type: none">1. Make the Trainees theoretically able to understand the surveying functions.2. Train the trainees practically related to their trade.3. Make the trainees conversant about the Industrial environment and working conditions4. Make the trainees equipped with skills to be able to present themselves before the employers.5. Make the trainees a responsible citizen and skilled workforce.
	Fashion Design & Technology trade	Training of the Apparel/Textile Trainees	<ol style="list-style-type: none">1. Make the Trainees theoretically able to understand the Fashion Designs and Technology functions.2. Train the trainees practically related to their trade.3. Make the trainees conversant about the Industrial environment and working conditions

			<ol style="list-style-type: none"> 4. Make the trainees equipped with skills to be able to present themselves before the employers. 5. Make the trainees a responsible citizen and skilled workforce.
	Workshop	Practical Training	<ol style="list-style-type: none"> 1. Practical training of the students 2. Installation of Machinery and Equipments for the training purpose 3. Providing infrastructure for practical training as per industrial layout. 4. Provide Infrastructure for fact finding and fault resolving exercise.
	IT Lab	Make trainees computer literate	<ol style="list-style-type: none"> 1. Equipped with adequate number of computers for day to day training of students. 2. Provide basic knowledge of computer 3. Providing knowledge of using social media i.e. email, youtube etc. 4. Provide knowledge of processing net related to the latest innovation and Knowledge related to their respective field.
	Library	Providing books and media on different subjects	<ol style="list-style-type: none"> 1. To arrange the books of different trades and subject for the use of trainees 2. Issue the books to the needy students 3. Providing the data of latest revision and modification in the syllabus. 4. Providing the serene environment to the trainees for study.

Section 4(1)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	PAN CHAND VERMA
Designation	Principal
Powers	Administrative and financial control of the institute.
Duties	To arrange the Training environment to the trainees
	Administrative control of the institute
	Financial Control of the Institute
	Security of the Institutional property
	Resolve the complaints received from the general public

Name	Vacant
Designation	Group Instructor
Duties	<ol style="list-style-type: none"> 1. Training in-charge of the institute. 2. Ensuring discipline in the institute 3. Procuring and purchasing the material for the use of office as well as different trades.
Designation	Instructor
Duties	<ol style="list-style-type: none"> 1. Make the Trainees theoretically able to understand the electrical functions. 2. Train the trainees practically related to their trade. 3. Make the trainees conversant about the Industrial environment and working conditions 4. Make the trainees equipped with skills to be able to present themselves before the employers. 5. Make the trainees a responsible citizen and skilled workforce.
Designation	Superintendent Grade-II
Duties	<p>Superintendent Grade-II is normally in-charge of one section/Office and has generally to perform the following duties and functions:-</p> <ol style="list-style-type: none"> 1. To go through the dak as received by him and take the following steps:- <ol style="list-style-type: none"> (a) Mark the misspent receipts to the concerned sections; (b) Submit the important communications for perusal of the higher authorities through Branch Officer, (c) Retain receipts of secret/confidential or urgent nature

	<ol style="list-style-type: none"> 2. To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him and also to scrutinize cases received from the dealing hands and further to dispose off the cases at his own level if so empowered under the standing orders or to submit the same to the Branch Officer or Middle level officer in the manner as stated in Chapters IX to XIII of office manual with his own remarks or suggestions, if any; 3. To see that the concerned dealing hands collect, compile and keep updated, statistical data/information relating to the establishment, budget, expenditure ,scheme, plans etc. relevant to his section of posting; 4. To see that the concerned dealing hands monitor, analyses and maintain data as to the achievement or targets of various on-going schemes both in terms of budget provision /expenditure and actual progress 5. To ensure that returns/statements are submitted in time and the returns/statements to be received in the section are received in time;
Designation	Junior Office Assistant/ Clerk
Duties	<ol style="list-style-type: none"> 1 Receipts, diary-dispatch typing, record maintenance. (2) Opening and maintenance of files referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers. (4) Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers, (5) Preparation of all types of bills such as pay, travelling allowance, medical reimbursement. Contingencies, contractor, suppliers and advances etc. and handling of cash, maintenance of cash book and connected accounts/bills registers etc. (6) Personnel /service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. (7) Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public Account Committee, Estimates Committee, audit paras, economy in expenditure etc. (8) Assisting in paining and monitoring of developmental social and welfare schemes; (9) Regulatory matters such as issue of licenses, permits, various types of certificates 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 DGT 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. N.A. (No IMC in the Institute)
2. Hostel Management Committee. N.A. (No Hostel facility in the Institute)
3. Anti-ragging Committee.

Sr. No.	Officials of ITI	Act As
	Anti-ragging Committee	
	Sh. Pan Chand Verma Principal	Chairman
1	Sh. Amit Sharma Instructor Electrician	Member
2	Sh. Pyar Chand Sr. Asstt.	Member
3	Miss Kajal Devi JOA(IT)	Member

4. Quarters Allotment Committee. N.A. (No Staff quarter in the Institute)
5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Sh. Pan Chand Verma Principal	Chairman
2	Sh. Amit Sharma Instructor	Member
3	Miss Kajal Devi JOA(IT)	Member
4	Miss Jyoti Thakur Trainer	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Pan Chand Verma	Principal
2	Sh. Amit Sharma	Instructor
3	Sh. Pyar Chand	Sr. Asstt.
4	Mr. Pawan Kumar	Trainee Surveyor
5	Miss. Siya Thakur	Trainee Surveyor
6	Mr. Jatin	Trainee Electrician
7	Miss Suman Kumari	Trainee Electrician
8	Miss. Shiwani Sharma	Trainee FD&T

7. Purchase committee of the institute.

Sr. No.	Officials of ITI	Act As
1	Sh. Pan Chand Verma, Principal	Chairman
2	Sh. Amit Sharma Instructor	Member
3	Sh. Pyar Chand Sr. Asstt.	Member
4	Miss. Kajal Devi JOA(IT)	Member Secretary

11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Sh. Pan chand Verma Principal	Chairman
2	Sh. Amit Sharma Instructor	Member
3	Sh. Pyar Chand Sr. Asstt.	Member

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Amit Sharma	Instructor Electrician	Nodal Officer
2	Sh. Pyar Chand	Sr. Asstt.	Member
3	Sh. Madan Kumar	Class-IV	Member
4	Miss. Kajal Devi	JOA(IT)	Member
5	Miss. Jyoti Thakur	Trainer Surveyor	Member
6	Miss. Siya Thakur	Trainee Surveyor	Member
7	Mr. Pawan Kumar	Trainee Surveyor	Member
8	Mr. Jatin Kumar	Trainee Electrician	Member
9	Miss. Shiwani Sharma	Trainee FD&T	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Pan Chand Verma	Principal
2	Sh. Amit Sharma	Instructor Electrician
3	Sh. Pyar Chand	Sr. Asstt.
4	Miss Kajal Devi	JOA(IT)
5	Sh. Santosh Kumar	Class-IV

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	Sh. Pan Chand Verma	Principal	9418015630	itisalooni@gmail.com
2	Sh. Amit Sharma	Instructor Electrician	9418309962	Lohitakash1@gmail.com
3	Sh. Pyar Chand	Sr. Asstt.	9816093197	pyarchandverma@gmail.com
4	Miss Kajal Devi	JOA(IT)	7018085456	itisalooni@gmail.com
5	Miss Jyoti Thakur	Trainer Surveyor	9015176356	itisalooni@gmail.com

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	Sh. Pan Chand Verma	Principal	Level-16, Cell
2	Vacant	Group Instructor	Level-13
3	Vacant	Superintendent Gr.-II	Level-12
4	Sh. Amit Sharma	Instructor (Electrician)	Level-11
5	Vacant	Instructor (Surveyor)	Level-11
6	Vacant	Instructor (FD&T)	Level-11
7	Sh. Pyar Chand	Sr. Asstt.	Level-11
8	Miss Kajal Devi	JOA (IT)	Level-04

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	50,00,000.00
2	02 Wages	00
3	04 Travel Expense	2,226.00
4	05 Office Expense	65,000.00
5	06 Medical Reimbursement	00
6	31 Machinery & Equipment's	00
7	33 Material & Supplies	50,000.00
8	65 Remuneration to Outsources employees	1,50,000.00

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 from time to time

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. Pan Chand Verma	Public Information Officer	9418015630	itisalooni@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

Besides this, information related to Govt. ITI Salooni Distt. Chamba can be viewed on the official website of the institute www.gitisalooni.edu.in

