

## **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.itidargi.edu.in](http://www.itidargi.edu.in)

### **1.2 Public Private Partnerships**

Govt. ITI Dargi 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 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 Grant under ADB but has not received any grant under Centrally Sponsored Scheme like STRIVE.

### **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 Dargi
Establishment and Address	2013, Govt. ITI Dargi, Village Dargi, P.O. Sainj (Dargi), Sub.Tehsil Dhani, Distt. Shimla, HP-171103 E-mail:- <a href="mailto:principalitidargi@gmail.com">principalitidargi@gmail.com</a>
Contact No.	0177-2798997
Web Site	<a href="http://www.itidargi.edu.in">www.itidargi.edu.in</a>
Code allotted by the DGT	GR02000285

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Dargi	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Dargi.	<ol style="list-style-type: none"><li>1. All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out.</li><li>2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.</li><li>3. Training programmes are carried out according to schemes.</li><li>4. Raw materials are purchased in time and duly supplied.</li><li>5. Machine and equipment are properly maintained.</li><li>6. Manufactured products are properly accounted for and disposed of in accordance with the rules and instructions issued from time to time.</li><li>7. Proper discipline is maintained in the institute.</li><li>8. There is close relationship between the trainees and the instructional staff.</li></ol>



			<p>9. Proper follow-up is maintained of the passed out trainees.</p> <p>10. Proper security arrangements are maintained and safety precautions observed.</p> <p>11. Trainees get the proper medical aid and welfare arrangements are available.</p> <p>12. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</p>
2	MMV Trade	To impart knowledge & skill to the trainees of MMV trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Plumber Trade	To impart knowledge & skill to the trainees of Plumber trade.	-do-
4	Draughtsman Civil Trade	To impart knowledge & skill to the trainees of Draughtsman civil trade.	-do-
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT Lab	To teach related to Computer	IT Lab
7	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:-

<b>Name</b>	Sh. Rahul Dogra
<b>Designation</b>	<b>Principal</b>
<b>Powers</b>	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
<b>Duties</b>	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. Proper discipline is maintained in the institute.
	8. There is close relationship between the trainees and the instructional staff.
	9. Proper follow-up is maintained of the passed out trainees.
	10. Proper security arrangements are maintained and safety precautions observed.
	11. Trainees get the proper medical aid and welfare arrangements are available.



**GOVT INDUSTRIAL TRAINING INSTITUTE, DARGI(H.P.)**  
DEPARTMENT OF TECHNICAL EDUCATION, VOCATIONAL & INDUSTRIAL  
TRAINING(H.P.)  
Village-Dargi, PO-Sainj, Sub-Tehsil Dharni, Tehsil -Sunni, Distt. Shimla (HP)-171103

12. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.



<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<b>Instructor</b> <b>The Instructors will be responsible for</b> <ol style="list-style-type: none"><li>1. taking of classes in theory and practice according to the prescribed syllabus and graded exercises.</li><li>2. maintenance of attendance register, progress cards, raw-material register, tool an equipment register, manufacturing register and other sectional records in accordance with instructions.</li><li>3. checking and correcting of theory notes, practical work and journals of trainees.</li><li>4. preparing charts, drawing and other visual aid material for the section.</li><li>5. ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.</li><li>6. requisitioning of tools and raw materials required for the section.</li><li>7. ensuring close relationship with the trainees.</li><li>8. attending to leave application of trainees.</li></ol>



<b>Designation</b>	<b>Clerk</b>
Duties	<p>(1) Sh. Sanjay, performs the duties assigned by the head of the institute i.e.</p> <ul style="list-style-type: none"><li>(i) To deal with seat of Establishment,</li><li>(ii) To deal with seat of Accounts,</li><li>(iii) To manage/deal with seat of Cash etc.</li></ul> <p>(2) Clerk performs the duties assigned by the head of the institute i.e.,</p> <ul style="list-style-type: none"><li>(i) To Deal with seat of Training and Store etc.</li></ul> <p>(3) Clerks performs the duties assigned by the head of the institute i.e.,</p> <ul style="list-style-type: none"><li>(i) To deal with seat of Diary &amp; Dispatch etc.</li></ul>



### **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	
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.	

### 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. Not Applicable
2. Hostel Management Committee. Not Applicable
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Dargi	Act As
1	Sh. Tumer Singh Inst. Math/Drawing	Member Secretary/ Chairman
2	Sh.. Amit Kumar Inst. MMV	Member
3	Smt. Bandna Devi Trainer DMC	Member
4	Sh. Sanjay Clerk	Member
5	Sh. Bhupal Singh Workshop Attendant	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. Bandna Trainer DMC	Nodal officer
2	Sh. Tumer Singh Inst. Math/Drawing	Member
3	Sh.. Amit Kumar Inst. MMV	Member
4	Sh. Sanjay	Member
5	Sh. Bhupal Singh	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Tumer Singh Inst. Math/Drawing	Member Secretary /Chairman
2	Sh.. Amit Kumar Inst. MMV	Member
3	Smt. Bandna Devi Trainer DMC	Member
4	Sh. Sanjay Clerk	Member
5	Sh. Bhupal Singh	Member
6	Class representative from each trade	

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Dargi	Act As
1	Sh. Sanjay Clerk	Purchase officer
2	Requisitioned official/Inst.	Member-1
3	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-2

11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Tumer Singh Instructor Math/Drawing.	Member Secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

12. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Rahul Dogra	Principal	Nodal Officer
2	Sh. Tumer Singh	Instructor Math/Drawing	Member
3	Sh.. Amit Kumar	Instructor MMV	Member
4	Smt. Bandna Devi	Trainer DMC	Convenor
5	Sh. Sanjay Clerk	Clerk	Member
6	Sh. Bhupal Singh	Workshop Attendant	Member
7	Mr. Ved Prakash	Trainee MMV-2	Member
8	Mr. Tarun	Trainee MMV-1	Member
9	Miss. Kritika	Trainee DMC-2	Member
10	Miss. Ankita	Trainee DMC-1	Member
11	Mr. Hitesh Kumar	Trainee Plumber	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Tumer Singh	Instructor Math/Drwg (Chairman)
2	Sh. Amit Kumar	Instructor MMV(member)
3	Smt. Bandna	Trainer DMC (member)
4	Sh. Sanjay	Clerk member (Cashier.)
5	Sh. Bhupal Singh	Workshop attendant member



## 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 Rahul Dogra	Principal	0177-2798997	principalitidargi@gmail.com
2	Suresh Kumar	Instructor Plumber	-do-	-do-
3	Amit Kumar	Instructor MMV	-do-	-do-
4	Tumer Singh	Instructor Math/ Drawing	-do-	-do-
5	Smt. Bandna	Trainer DMC	-do-	-do-
6	Sanjay	Clerk	-do-	-do-
7	Bhupal Singh	Workshop Attendant	-do-	-do-
8	Ashok Kumar	Chowkidar (outsourced)	-do-	-do-
9	Smt. Bimla	Sweeper (Out Sourced)		



## 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. Rahul Dogra	Principal	Level-16, Cell
2	Suresh Kumar	Instructor Plumber	Level-11
3	Amit Kumar	Instructor MMV	Level-11
4	Tumer Singh	Instructor Math/ Drawing	Level-11
5	Sanjay	Clerk	Level-03
6	Bhupal Singh	Workshop Attendant	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

Sr. No.	Object Code Description	Amount allocated
1	01 Salaries & DA	4700000.00
2	02 Wages	00.00
3	03 Travel Expense	14974.00
4	05 Office Expense	60000.00
5	06 Medical Reimbursement	00.00
6	31 Machinery & Equipment's	10000.00
7	33 Material & Supplies	50000.00
8	65 Remuneration to Outsources employees	91680.00
9	20 Other Charges	122700.00



### **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.itidargi.edu.in](http://www.itidargi.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: -**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail</b>
1.	Smt. Samritika	First Appellate Authority	0177-2798997	techedu-hp@nic.in
2.	Sh. Rahul Dogra, Principal	Public Information Officer	0177-2798997	principalitidargi@gmail.com

### **Section 4(1)(b)(xvii)**

#### **OTHER INFORMATION PRESCRIBED: -**

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



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