

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	S.O.A. ITI Hamirpur at Nadaun
Establishment Address	S.O.A. ITI Hamirpur at Nadaun (camp at Govt. I.T.I Rail), Vill:-Jatua P.O. Rail, Tehsil - Nadaun, Distt. Hamirpur, HP-177045 E-mail:- soaitinadaun@gmail.com
Contact No.	01972-236563
Website	www.soaitihamirpur.edu.in
Code allotted by the DGT	GR02000295

Functions and Duties of Organization:

The main activities of ITI are:

To provide "Vocational Training" under **Craftsmen Training Scheme (CTS)** to trainees under National Council for Vocational Training (NCVT) and State Council for Vocational Training (SCVT) patterns.

To provide Apprenticeship Training under Apprentice Training Scheme (ATS) to the candidates in public/ private establishments in the state & implements Apprentices Act 1961.

Implements the center and State Schemes like HPKVN, Pradhan Mantri Kaushal Vikas Yojana (PMKVY) etc.

To implement orders/policy decisions/guidelines of Govt of India, Govt. of HP, DGT etc.

To establish and carry on the administration and management of the institute.

To implement all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to Institution.

To meet the needs of industry and Commerce by providing human resource with the required knowledge and skills and also by promoting, disseminating, developing and transferring technology to acts a peace setting institution and be a role model for the institutions to support the development of the country and the promotion of national integration.

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Principal
State of Art Govt. ITI
Nadaun, Distt. Hamirpur (HP)

Allocation of Business:

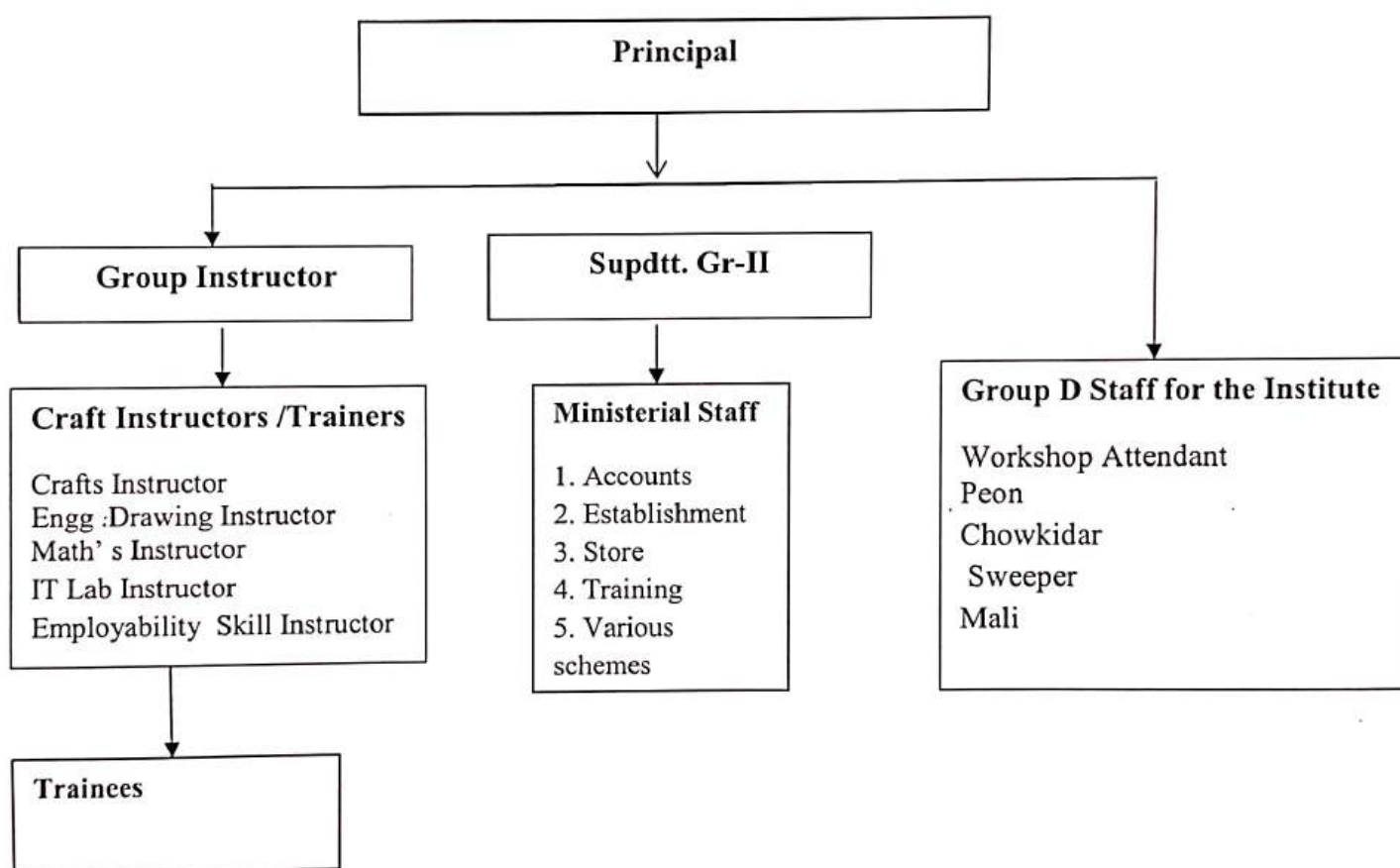
Administration: Administration is headed by the Principal with the support of faculty, Officials and other staff.

Academics: Academic works are looked after by Principal and Group Instructor for the purpose of smooth operation and administration control as per DGT Norms. All Trades are headed by Instructor/ Trainers responsible to impart training/technical education as per academic curriculum.

Trade offered

S.no	Name of Trade	Type	No of Units	No of shifts	Total Intake
01	Fitter	Engg.	1	1+1	40

Organization Chart of S.O.A. ITI Hamirpur at Nadaun



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Principal
State of Art Govt. ITI,
Nadaun, Distt. Hamirpur (HP)

Section 4(1)(b)(ii)

POWERS&DUTIESOFFICERSANDEMPLOYEES:-

Designation	Principal
Powers	As Head of Office is authorized and responsible for all matters pertaining to establishment, training, academic stores etc. As Drawing and Disbursing Officer (DDO) under IIP Financial Powers Rules, he is responsible for all matters pertaining to Accounts, Stores etc.
Duties	<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 and verified periodically, and the purchases are according to specification and in good condition. 3. Training programs are carried out according to schemes. 4. Machines and equipment's are properly maintained. 5. Manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time. 6. The Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes. 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 proper medical aid and welfare arrangements are available. 12. Proper facilities are made available to the inspection staff of the State Directorate of Craftsmen Training, D.G.E.T, and other authorized bodies

Designation	Group Instructor
Powers	Supervision and maintaining training imparted and control over instructional and other staff.
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 in accordance with the established norms. Report feedback (such as critical analysis) to the Principal; 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. The sections function strictly according to the time schedule laid down and proper discipline maintained. 6. He conducts model lessons in his own or connected subjects. 7. Regular check-up of lessons prepared by the instructors for their correct planning and accuracy. This may be done in the beginning of each working day for which

	<p>the G.I. may spend about 15 minutes in each section.</p> <p>8. Attend the lectures of instructors from time to time to make sure that proper POT (principle of teaching) is followed.</p> <p>9. Also, carry out any additional work entrusted to him by the Principal.</p>
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Designation	Superintendent Grade-II
Powers	Supervision and maintaining all work related to establishment , Acc, cash, & training section and control over Office staff
Duties	<p>All the instructions issued to him/her by the higher authorities are properly and expeditiously carried out</p> <p>Supervise work of the Ministerial staff posted in the institute and submit their cases to the Principal.</p> <p>He also performs the duties assigned by the head of the institute</p>
Designation	Craft Instructor/ Vocational Instructor (Theory/ Practical)
Powers	Control over the batch of trainees
Duties	<p>He/She should ensure:</p> <ol style="list-style-type: none"> 1. Taking classes of trainees in theory according to the prescribed syllabus. 2. Conducting practical's demonstration as per graded exercises. 3. Maintenance of attendance register, progress cards, dead-stock register, consumables register, manufacturing register and other sectional records in accordance with the instructions. 4. Checking and correcting of theory notes, practical work and journals of trainees. 5. Preparing charts, drawing and other visual aid material for the section. 6. Ensuring that the machines in the sections are in good working condition and are properly cleaned at the closing time daily. 7. Requisitioning of tools and raw materials required for the section. 8. Ensuring close relationship with the trainees; 9. Attending to leave applications of trainees.
Designation	Maths Instructor
Powers	Control over the batch of trainees
Duties	<p>He/She should ensure:</p> <ol style="list-style-type: none"> 1. Taking classes of trainees in Workshop Calculation & Science according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus. 2. Follow established techniques of teaching. 3. Maintenance of attendance register pertaining to his classes as per instructions. 4. Checking and correcting of trainees' notes, and journals. 5. Preparing charts, drawing and other visual aid material for the subject. 6. Ensuring close relationship with the trainees; and Identify weak trainees in his subject and give individual attention to bring them at par with bright trainees to bring about quality in training.
Designation	Drawing Instructor

Powers	Control over the batch of trainees
Duties	<p>He/she should ensure that:</p> <ol style="list-style-type: none"> 1. Taking classes of trainees in Engineering drawing according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus. 2. Follow established techniques of teaching; 3. Maintenance of attendance register pertaining to his classes as per instructions; 4. Checking and correcting of trainees' notes, and journals; 5. Preparing charts, drawing and other visual aid material for the subject; 6. Ensuring close relationship with the trainees; 7. Identify weak trainees in his subject and give individual attention to bring them at par with bright trainees to bring about quality in training.
Designation	Instructor Employability Skill
Powers	Control over the batch of trainees
Duties	<p>He/She should ensure:</p> <ol style="list-style-type: none"> 1. Taking classes of trainees in Social studies according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus. 2. Follow established techniques of teaching. 3. Maintenance of attendance register pertaining to his/her classes as per instructions. 4. Checking and correcting of trainees' notes, and journals. 5. Preparing charts, drawing and other visual aid material for the subject. 6. Ensuring close relationship with the trainees; and 7. Identify weak trainees in his/her subject and give individual attention to bring them at par with bright trainees to bring about quality in training.
Designation	Sr. Assistant/ Clerk/JOA(IT)
Power	-----
Duties	<p>Their responsibility include all the paper works in connection with the following areas of work:</p> <ol style="list-style-type: none"> a. Manning the Accounts Section b. Handling of Cash section c. Looking after Establishment section d. Carry out duties of Training section <p>Accounts: - 1. Preparation of pay bills of all the Staff of the institute.'</p> <ol style="list-style-type: none"> 2. Maintenance of PBR, Bill Register, Cheque Register, etc. 3. Preparation of FVC / Time Bound / AC-DC bills 4. Preparation of Recoupment bills

5. Preparation of traveling allowance, medical reimbursement, wages / remuneration bills/LTC bills etc.
6. Preparation of GPF advance/Withdrawal bonus, TA-DA advance bills etc.
7. Bills connected with P.O.T. schemes.
8. HBA/MCA/Computer advance matters
9. Income tax/TDS matters Form 16, Form- 24, PAN-TAN matters etc.
10. Issual of pay certificates
11. Pay fixation matters, preparation of pay arrears bills etc.
12. Requisition of funds under various heads of accounts
13. Submission of Monthly Expenditure Statements
14. Financial statements as requested by the DTE
15. Any other work as allotted by the Principal/ Group Instructor/Supdt.
16. Maintaining data related to all schemes

Cash: - 1. Drawing and disbursement of cash to the concerned staff / trainees under various heads of accounts.

2. Disbursement of 3rd party cheques
3. Maintenance of cash book on a day-to-day basis
4. Collection of CMD and other receipts on Receipts basis
5. Deposition of cash received
6. Periodic verification of balance under various heads.
7. Maintenance of Vouchers / receipts etc.
10. Any other work as allotted by the Principal/ Group Instructor/Supdt

Establishment:-

1. Maintenance of Personal files of all the regular staff as well as contract staff
2. Update periodically the Service Books of staff of the institute in order to make their pension cases a smooth affair.
3. Maintain leave records of staff- Earned/Half Pay/Commuted/Casual/Restricted Holiday/EOL etc.
4. Release of increment to staff in time
5. Keep records of LTCs Home Town/All India Tour of individual staff
6. Supply statistics of staff whenever called for from the Head office.
7. Make sure the Head of Office / Principal sign every entry in the Service books and concerned staff are also take note of them by taking their signatures also.
8. Be sure to forward individual representations to the PPL for further actions.
9. Cooperate with the Accounts & Training sections to update all the incidents in the service life of each staff.
10. Monthly Staff meetings & preparation of Minutes thereon.
11. Procure and maintenance of newspapers, periodicals for faculty reading.

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Principal
State of Art College
Nadapur

	<p>12. Maintenance Housekeeping 5S</p> <p>Training:-</p> <ol style="list-style-type: none"> 1. Carry out Admission work as laid down in the prospectus and training manual 2. Induction of trainees to the institute formally by conducting a ceremony. 3. Prepare Timetable for every batch admitted/existing in consultation with the Group Instructor/ PPL. 4. Shift allocation to the instructional and support staff keeping in mind the influencing factors. 5. Preparation & Issue of I- Cards to trainees 6. Procure & Issue of training records to Instructors and Trainers as per their requirements for the sessional year. 7. Smooth conduction of All India Trade Test (NCVT)- allotment of seat numbers, preparation of halls tickets, seating arrangements, invigilation duties allocation, supervision. 8. Trade Test SCVT 9. Certificates _National, Provisional & Bonafide etc. 10. Affiliation 11. Trainees absconding, mass absconding, discipline, poor performance, struck off etc 12. Industrial tour Inplant Training 13. Placement of trainees apprentices list to companies etc. 14. Maintenance of Trade files for each trade 15. Activities under POT schemes. 16. Monthly Returns Position of trainees 17. IMC activities 18. Scholarships under various schemes to trainees. 19. Miscellaneous work.
Designation	Storekeeper
Power	Control over purchase matters as per established norms and the movement of material in and out of the store
Duties	<p>He/ She is responsible for:</p> <ol style="list-style-type: none"> 1. Maintenance of Dead Stock Registers & Consumable Registers for complete stores 2. Maintenance of Permanent Stock register 3. Processing of purchase files including inviting quotations/ tenders, preparation of comparative statements, issue of purchase orders, receipt of materials/tools/ equipments and inspection thereof, acceptance of items and stock them in stores, store inventory, distribution of purchased items as per the requisition of concerned staff through indents, certification of bills and send them to accounts section for settlement etc. 4. Purchase of office stationery as per established procedures and issue them as per indent.

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Principal
State of Art Govt. ITI,
Nadaun, Distt. Haridwar

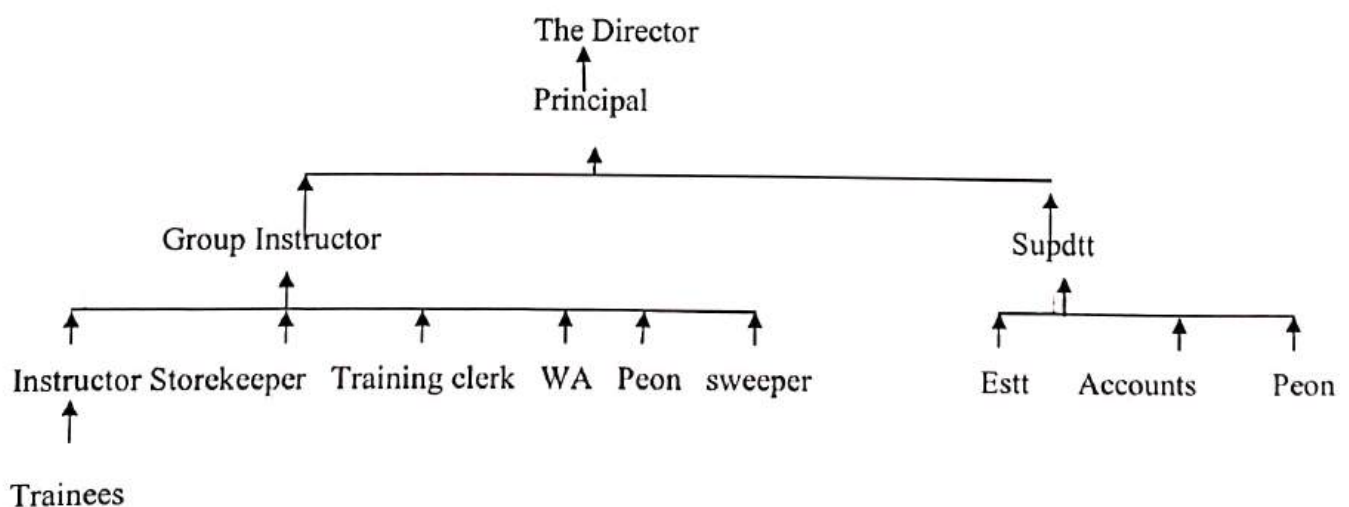
	<p>5. Keep in constant touch with the Govt. Printing Press for acquisition of printed stationery for institute use.</p> <p>6. Verify stores periodically and take care of inventory.</p> <p>7. Supply of raw materials to all the sections in order to help conduct training smoothly.</p> <p>8. Keep record the names and addresses and contact numbers of all the prospective dealers of tools, equipments, machineries, consumables required for the trades that are run at the respective ITI.</p> <p>9. Maintain a catalogue file of Tools, Equipment's & machinery including prices of each item.</p>
Designation	Workshop attendant
Power	
Duties	<p>He should ensure:</p> <ol style="list-style-type: none"> 1. Assist the Craft Instructors in all workshop related activities-such as cleaning of machines, equipment's, tools, transportation of raw materials to and from stores, oiling of moving parts, office liaison etc. 2. Assist sweeper in their works as floor cleaning, dusting of workshop equipments etc. 3. Assist Maintenance Mechanics in their day-to-day maintenance of machineries. 4. Be there in the workshop all the time when practical training is going on/when the machines are running/as and when the faculty wants. 5. Carryout tool-crib duties.
Designation	Peon
Power	
Duties	<ol style="list-style-type: none"> 1. Maintain the office clean and tidy. 2. Do all housekeeping work as directed by the office staff. 3. Circulate correspondences to staff as and when needed. 4. Attend to PPL / Group Instructor / Supdt if called for.
Designation	Chowidar
Power	
Duties	<p>He/She should ensure:</p> <ol style="list-style-type: none"> 1. Security of the institute property at all times-day and night. 2. Not to grant entry to any unauthorized person/s to the institute compound 3. Keep constant vigil to avoid any untoward incident such as theft, damage to property etc. 4. Inform happenings- anything and everything that is abnormal at the institute. 5. Protect power installations that are mostly isolated.
Designation	Mali

Power	
Duties	<ol style="list-style-type: none"> 1. Plant care: Watering, pruning, fertilizing, and pest control for plants, trees, and flowers. 2. Gardening: Planting, transplanting, and maintaining gardens, lawns, and landscapes. 3. Weeding and cleaning: Removing weeds, debris, and trash from gardens, lawns, and surroundings. 4. Irrigation management: Operating and maintaining irrigation systems, including watering plants and lawns. 5. Tool maintenance: Cleaning, sharpening, and maintaining gardening tools and equipment. 6. Waste management: Disposing of garden waste, leaves, and other organic materials. 7. Pest and disease control: Identifying and controlling pests and diseases affecting plants. 8. Lawn care: Mowing, edging, and maintaining lawns. 9. Garden design: Assisting in designing and planning garden layouts. 10. General maintenance: Performing general maintenance tasks, such as repairing fences, gates, and other garden structures..

Section 4(1)(b)(iii)

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. The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained. The Principal, Group Instructor, Supdt., Craft Instructor, Maths Instructor, Drawing Instructor, Clerk, JOA(IT) etc. shall function as indicated above and report to the concerned as per the Flow chart shown below.



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[Signature]

Principal
State of Art Govt. ITI,
Nadaun, Distt. Haridwar (HP)

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. Gazetted notification, by DGET norms and DTE & HPTSB, Himachal Pradesh regulations.

S. No	Activity	Time frame/ Norm for its completion/ disposal.	Remarks
01	Training	As per D.G.E.T. norms and Training Calendar by the department	
02	Establishment	As per government office procedures and Office manual	
03	Acc. & cash	As per HPFRs in force from time to time, SWF	
04	Store	As per Government norms and stores procedures in force from time to time	

The Institute functions in single shift.

Every year the trainees are admitted to the institute in the month of July and August and admissions are completed as per admission schedule of DGET. Examinations are conducted by the National Council for Vocational Training (NCVT) / State Council for Vocational Training (SCVT) as per the exam schedule issued by DGET and HP Takniki shiksha Board


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 HPFR, Treasury Manual, Himachal civil Service rules, office Manual and instructions issued by Govt., DGET, DTE and HPTSB from time to time and also instruction available in their website

Sr. No	Name of act rule, regulation etc.	Brief Gist of contents	Reference
01	Training Manual and subsequent order/ instructions issued from time to time	Complete set of rules and regulation pertaining to CTS scheme conducted at ITI	DGET
02	Training Calendar	Breakup of training activities to be conducted throughout the year	DGET and DTE
03	Rules, Regulation, Manuals , Order issued by the Govt. from Time to time	Various Administrative, Technical and Financial Matters	
04	ITI Prospectus	Detail of courses available, Fee	Department of Technical

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Principal
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Nadaun, Dist. Jalandhar (HP)

		structure, eligibility, facilities available, Intake capacity	Education , Vocational and Industrial training
05	Guidelines for Implementation of Various schemes	Guidelines Issued related for implementation of scheme ,such as procurement , Training , KPI's etc	As per received from Govt .

Section 4(1)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITOR 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 Books	
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 log book(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.	

Section 4(1)(b)(vii)

Details of consultative committees and other bodies State Fee Regulatory Committee (SFRC)

Not Applicable

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Principal
State of Art Govt. ITI,
Nadaun, Dist. G.P.

Section 4(1)(b)(viii)

Boards, Councils, Committees & Other Bodies Constituted

1. Anti-ragging Committee.

Sr. No.	Officials of ITI Rail	Act As
1	Er Kapil Thakur	Chairman
2	Representative of Civil administration SDO Civil Nadaun	Member
3	Representative of police Administration S.H.O Police Station	Member
4	Sh. Virender Kumar Group Instructor	Member
5	Sh. VedPrakash ,Instructor M.M.V	Member
6.	ShBrijesh Kumar Instructor Fitter	Member
7.	Sh. Tara Chand Instructor Plumber	Member
8.	Sh. Pradeep Kumar Instructor machinist	Member
9.	Sh Ram Lal Instructor math	Member
10.	Smt Suma Lata Instructor Sewing Technology	Member
11.	SmtKantaKumari Instructor S.O.T	Member
12.	Sh. Manoj KumarTrrainer Welder	Member
13.	Sh Rahul Sharma TrainerT.P.E.S	Member
14.	Smt. Nita Devi Trainer Steno	Member

2. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1	Smt Vibha Sharma ,Sr lecturer (Applied Sciences & Humanities) Govt. Polytechnic Hamirpur H.P	Chairperson
2	Ms Shabnam, lecturer (Math), Govt. Polytechnic, Bilaspur H.P	Member
3	Smt Gainvati, HCM,ITI Hamirpur,H.P	Member
4	Smt. Anuradhika Senior assistant	Member
5	SmtKantaKumari Instructor	Member
6.	SmtSunita Sharma Instructor	Member
7.	SmtSavia Trainer TPES	Member
8.	Smt Honey Kashyap JOA	Member
9.	SmtPooja Sharma Clerk	Member

3. Student Welfare Fund Committee.

Sr.No	Name of Staff Members with Designation Sh.	Designated As
1	Virender Kumar GI	Member
2	Parveen Kumar Dhiman (Supdt -II)	Member
3	Amit Sharma Instructor (Fitter SOA)	Member
4	Pushpinder (JOA IT SOA)	Member
5	Aditya	Fitter SOA
6	Armaan	Fitter SOA
7	Ankit Thakur	Fitter SOA
8	Krish	Fitter SOA

4. Purchase committee of the institute.

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

5. 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

6. Electoral Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Er Kapil Thakur	Principal	Nodal Officer
2	Sh. Virender Kumar	Group Instructor	Member
3	All trade Instructor/ Trainer each trade		Members

7. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Virender Kumar/ ShNarendraSoni	Chairman
2	Sh. Ram Lal	Help Desk &scruting of documents of candidate and guide the dandidates. Printing the selection or other documents if any required.
3	Sh. Vikas Chand	
4	SmtSunita Sharma	
5	Miss Nita Devi	To verify all the original documents of candidates.
6	ShBrijesh Kumar Instructor	
7	Sh. Shashi Pal Sharma Instructor	
8.	Sh. Raj Kumar JOA (IT)	To verify all the original documents of candidates
9.	Sh. Vijay Kumar JOA (IT)	
10.	Smt. Honey Kashyap	To generate the challan
11.	Smt. Pooja Sharma (clerk)	To update the forms online the portal.
12.	Miss Sarita Rani (DEO)	
13.	Smt. Anuradhika Sr Asst	To check the data uploaded on the OLA portal.

Internal committees are set up from time to time to deal with various training and related activities such as, admission committee, stores verification committee, induction ceremony committee, cultural committee, exam committee sports committee etc. as per requirement

Section 4(1)(b)(ix)

Directory of Officers and employees:-

S.N	Name of Officer/Official	Designation	Contact Nos	Category of Post
1	Er. Kapil Thakur	Principal	9418515184	Administrative Staff
2	Amit Sharma	Instt. Fitter	7018092315	Technical Staff
3	Arvind Kumar	Instructor Maths	7018960941	
4	Sunita Sharma	Instructor Emp. Skills	9418411533	
5	Pushpinder Kumar	JOA(IT) SOA	9736117671	Ministerial Staff
6	Honey Kashyap	JOA(IT) SOA	7807412028	
7	Raj Kumar	JOA(IT) SOA	8278807459	
8	Vijay kumar	JOA(IT)	7018817768	
9	Sunny Kaushal	Peon	6230190204	Class-IV
10	Rohit	Chowkidar	7876804220	

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. Kapil Thakur	Principal	Level-16, cell-09
2	Arvind Kumar	Instructor Maths	Level 11, Cell-06
3	Sunita Sharma	Instructor Emp. Skills	Level 11, Cell-06
4	Amit Sharma	Instt. Fitter	Level 11, Cell-03
5	Raj Kumar	J.O.A	Level-04, cell-22
6	Honey kashyap	J.O.A	Level-04, cell-16
7	Pushpinder	J.O.A	Level-04, cell-16
8	Vijay Kumar	J.O.A	Level-04, cell-14
9	Sunny Kaushal	Peon	Daily Wager: RS.12400/-
10	Rohit Choudhary	Chowkidar	Daily Wager: RS.12400/-

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Principal
State of Art Govt. ITI,
Nadaun, Distt. Haridwar (HP)

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-27

Sr.No.	Object Code Description	Amount allocated
1	01 Salaries	5000000.00
2	02 Wages	218450.00
3	04 Travel Expense	7572.00
4	05 Office Expense	50000.00
5	06 Medical Reimbursement	14473.00
6	31 Machinery & Equipment's	1000000.00
7	33 Material & Supplies	10000.00
8	99 Honorarium	00.00
9	19 Medical Reimbursement (Retire)	00.00

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Sr. No.	Object Code Description	Amount allocated
1	31 Machinery & Equipment's	2000.00
2.	33 Material & Supplies	10000.00

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



Principal
State of Art Govt. ITI,
Nadaun, Dist. (Jammu & Kashmir)

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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.soaitihamirpur.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: -

Appellate Authority

S. No	Officers	Contact No	Email	Area of Jurisdiction
01	Additional Director/Joint Director(Admin) Directorate of Technical Education, HP Sundernagar-175018	01907-266572	techedu-hp@nic.in	With respect to PIOs of O/o Directorate of Technical Education, Sundernagar and PIOs of all the Govt. ITIs of the State

PIO


S. No	Officer	Phone No.	E-Mail	Area of Jurisdiction
1.	Principal, SOA Govt. ITI Hamirpur at Nadaun	94185-15184	soaitinadaun@gmail.com	Concerned Institute

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

Besides this, information related to SOA Govt. ITI Hamirpur at Nadaun can be viewed on the official website of the institute.

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Principal
State of Art Govt. ITI,
Nadaun, District Hamirpur (HP)

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.soaitihamirpur.edu.in

1.2 Public Private Partnerships

S.O.A. ITI Hamirpur at Nadaun is not covered under Public Private Partnership Mode.

1.3 Transfer Policy and Transfer Orders

This point comes under the preview of Govt. Transfer Orders as well as Transfer Policy are uploaded on the Departmental Website and a **Specific Link has been provided under important links.**

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 Para's

Detail CAG & PAC Para's has been uploaded on the Institution 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.


Principal
State of Art Govt. ITI,
Nadaun, Distt. Hamirpur (HP)