

Disclosure under section 4 (1)(b) of Right to Information Act, 2005

Section 4 (I) (b) (i)

The particulars of its organization, function and duties:-

Name of Organization	Govt ITI Bagsaid
Establishment and Address	ITI Bagsaid, PO Bagsaid, Tehsil Thunag, Distt Mandi, H.P. 175035
Contact No.	9418006573
Website	http://himachalgovtitibagsaid.in
Code allotted by the DGT	GR02000038

Sr. No.	Section	Function	Duties
1.	Office of the Principal Govt. ITI Bagsaid	<ul style="list-style-type: none"> • Administrative management • Decision-making • Teacher supervision 	<ul style="list-style-type: none"> • Managing the day-to-day operations of ITI • creating a safe learning environment, • Ensuring students' welfare. • All the instructions issued to him by the higher authorities are properly and expeditiously carried out; • accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition; • training programmes are carried out according to schemes; • raw materials are purchased in time and duly supplied; • machine and equipment are properly maintained; • manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time; • ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes; • Proper discipline is maintained in the institute; • there is close relationship between the trainees and the instructional staff; • proper follow up is maintained of the passed out trainees; • proper security arrangements are maintained and safety precautions observed. • The trainees get the proper medical aid and welfare arrangements are available; and • proper facilities are made available to the inspection staff of the State Directorate, DGE&T
2.	COPA -I	Helps to analyze and report business profitability across various dimensions and	Operate computers Train users
3.	COPA -II		

		levels	
4.	D/Man civil-I	Creating detailed technical drawings of civil engineering projects like buildings, roads, bridges, and other infrastructure	Create precise technical drawings and maps based on engineering designs,
5.	D/Man Civil-II		
6.	Dress Making -I	Create clothing for people to wear	Shaping garments by hand or with a machine
7.	Dress Making -II		
8.	Electrician-I	Installing, maintaining, and repairing electrical systems and components	Installing, maintaining, and repairing electrical systems and components
9.	Electrician-II		
10.	Electrician-(Non-Sub)-III		
11.	IOT Technician (Smart Agriculture) SCVT		
12.	MEV (SCVT)	Diagnosing, repairing, and servicing all electrical and mechanical components of an electric car,	Diagnosing, repairing, and servicing all electrical and mechanical components of an electric car,
13.	MMV-I	Diagnose & rectify the defects in vehicle to ensure functionality of vehicle	Diagnose & rectify the defects in vehicle to ensure functionality of vehicle
14.	MMV-II		
15.	Plumber -I	Installing pipes, valves, and fittings in commercial or residential structures to ensure everything operates smoothly	Installing pipes, valves, and fittings in commercial or residential structures to ensure everything operates smoothly
16.	Plumber -II		
17.	Fitter -I	Assembling, installing, repairing, and maintaining machinery and equipment.	Assembling, installing, repairing, and maintaining machinery and equipment.
18.	Fitter -II		
19.	Welder	Joins pieces of metal together using heat, or fills and repairs	Joins pieces of metal together using heat, or fills and repairs holes in metal

		holes in metal	
20.	SOT	Create patterns on textiles	Create patterns on textiles

Section 4 (I) (b) (ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:

Name	N.R.Rao
Designation	Principal
Powers	<p>Academic Administrative Powers</p> <ul style="list-style-type: none"> • Establish and supervise programs • Implement standards • Admissions, scheduling, and teacher assignment powers • Assign duties: <p>Financial Powers: Delegated by Govt. Of H.P. time to time.</p>
Duties	<ul style="list-style-type: none"> • Managing the day-to-day operations of ITI • creating a safe learning environment, • Ensuring students' welfare. • All the instructions issued to him by the higher authorities are properly and expeditiously carried out; • accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition; • training programmes are carried out according to schemes; • raw materials are purchased in time and duly supplied; • machine and equipment are properly maintained; • manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time; • ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes; • Proper discipline is maintained in the institute; • there is close relationship between the trainees and the instructional staff; • proper follow up is maintained of the passed out trainees; • proper security arrangements are maintained and safety precautions observed. • The trainees get the proper medical aid and welfare arrangements are available; and <p>proper facilities are made available to the inspection staff of the State Directorate, DGE&T</p>

Name	Sh. Kashmir Singh
Designation	Group Instructor
Duties	<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; and 5. the sections function strictly according to the time schedule laid down and proper discipline <p>maintained</p>

Name	Sh. Nand Kishor Dogra
Designation	Group Instructor
Duties	<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; and 5. the sections function strictly according to the time schedule laid down and proper discipline

Name	Sh. Pradeep Singh
Designation	Group Instructor
Duties	<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; and 5. the sections function strictly according to the time schedule laid down and proper discipline

Designation	Instructor
Duties	<p>Teaching Create lesson plans and activities that meet students' learning needs Explain concepts and theories Demonstrate techniques and assist with experiments Provide lectures and organize activities Write, administer, and grade exams</p> <p>Planning Create a course outline that matches the learning goals of the subject Choose and organize course content, materials, and teaching methods Set goals and measure progress Adjust course outlines annually to ensure information is up-to-date</p> <p>Evaluating Assess how well students understand the material Provide constructive feedback when needed Manage, rate, and provide feedback on requested assessments</p> <p>Mentoring Serve as a mentor or advisor Offer insight on how the course or program may align with the student's goals</p>

Designation	Superintendent Grade-II
Duties	<ol style="list-style-type: none"> 1. The daily attendance of his staff is punctual. 2. The staff working under him are fully employed throughout the day. 3. All work allotted to the staff is performed diligently and carefully. 4. No delay is allowed to occur in the submission of cases to the authorities. 5. The records are properly maintained and the rooms occupied are kept neat and clean. 6. Work is allowed to fall in to arrears. 7. Distribution of work amongst the staff working under him must be equitable. 8. To inspect the tables of his Assistants and Clerks and see that fresh receipts and cases are properly and 9. timely submitted. 10. To maintain a Note Book of important cases and rulings in the branch under him. 11. To obviate delay in taking necessary action on urgent and important matters. he should arrange to have a 12. copy of an important letter after making entry in dispatch register. <p>The attendance register must be in the custody of the Superintendent.</p>

Designation	Clerk/Junior Office Assistant
Duties	<p>Information duties Provide general information to staff, clients, or the public Gather information by phone, letter, email, or in person Research for projects of managers</p>

	Data entry duties Type, format, or edit routine memos or other reports Record and update databases Perform data entry Other duties Faxing, scanning, and making copies Filing documents Welcoming visitors Setting up and operating simple office equipment Procuring, distributing, and maintaining office supplies
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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 Govt. /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 TIS 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)(v)

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.	Bank pass books	Information can be obtained from concerned office incharges.
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 Meetings.	
21.	Files related to trainees counselling	
22.	Files related to Hostel etc.	

Section 4(1)(b)(vii)

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

NA

Section 4(1)(b)(viii)

Boards, Councils, Committees & Other Bodies Constituted

- 1. Institution Management Committee (Not available)**
- 2. Hostel Management Committee (NA)**
- 3. Anti Ragging Committee**

Sr. No.	Official of ITI	Act as
1.	Sh. Narotam Ram, Principal	Chairman
2.	Sh. Kashmir Singh, GI	Member
3.	Sh. Nand Kishor, GI	Member
4.	Sh. Tej Singh, Instructor	Member
5.	Sh. Devi Ram, Instructor	Member
6.	Sh. Ram Sawroop Instructor	Member
7.	Smt. Rajo Devi. Instructor	Member
8.	Sh. Guldeep Singh Instructor	Member
9.	Sh. Ravi Kant Instructor	Member
10.	Sh. Amar Chand Instructor	Member

4. Quarters Allotment Committee (NA)

5. Sexual Harassment Committee /Women Cell

Sr. No.	Official of ITI	Act as
1.	Smt. Bimla Devi Instructor	Chairman
2.	Sh. Tej Singh Instructor	Member
3.	Sh. Guldeep Singh Instructor	Member
4.	Smt. Ganga Devi, JOA (IT)	Member Secretary

6. Student Welfare Committee:

Sr. No.	Official of ITI	Act as
1.	Sh. N.R. Rao, Principal	Chairman
2.	Sh. Kashmir Singh, GI	Member
3.	Sh. Nand Kishor, GI	Member
4.	Sh. Pradeep Singh	Member
5.	Sh. Tej Singh, Instructor	Member
6.	Sh. Guldeep Singh, Instructor	Member
7.	Smt. Ganga Devi, JOA	Member
8.	Dimple Kumar, trainee	Member
9.	Dinesh Kumar, Trainee	Member
10.	Topender Kumar, trainee	Member
11.	Kamlesh Thakur, trainee	Member
12.	Sanya, Trainee	Member
13.	Tikma Devi, Trainee	Member

7. Purchase Committee of the institute

Sr. No.	Official of ITI	Act as
1.	Principal	Chairman
2.	Store Officer	Member
3.	Store Keeper	Member
4.	Concerned Trade Instructor	Member
5.	Dealing Assistant	Member

8. Physical verification Committee

Sr. No.	Official of ITI	Act as
1.	Sh. Kashmir Singh GI	Chairman
2.	Sh. Pradeep Singh, GI	Member
3.	Sh. Nand Kishor, GI	Member
4.	Sh. Tej Singh, Instructor	Member

9. Electoral Literacy Club (ELC)

Sr. No.	Official of ITI	Act as
1.	Sh. Kashmir Singh GI	Chairman
2.	Sh. Mahander Pal, Instructor	Member

10. Admission Committee

Sr. No.	Official of ITI	Act as
1.	Sh. Kashmir Singh, GI	Chairman
2.	Sh. Tej Singh Instructor	Member
3.	Sh. Ravi Kant, Instructor	Member
4.	Sh. Ram Swroop Instructor	Member
5.	Smt. Ganga Devi, JOA	Member

Section 4(1)(b)(ix)**Directory of officers and employees**

Sr. No.	NAME	DESIGNATION	Office Ph.No.	Email
1	SH. NAROTAM RAM	PRINCIPAL	9418006573	iti.bagsaid@gmail.com
2	SH. KASHMIR SINGH	GROUP INSTRUCTOR	9459038487	iti.bagsaid@gmail.com
3	SH. NAND KISHOR	GROUP INSTRUCTOR	9418212747	iti.bagsaid@gmail.com
4	SH. PRADEEP SINGH	GROUP INSTRUCTOR	9817498638	iti.bagsaid@gmail.com
5	SH. TEJ SINGH	INSTRUCTOR	9418071200	iti.bagsaid@gmail.com
6	SH. RAM SAWROOP	INSTRUCTOR	7876246385	iti.bagsaid@gmail.com
7	SMT. RAJO DEVI	INSTRUCTOR	9418282082	iti.bagsaid@gmail.com
8	SH. GULDEEP SINGH	INSTRUCTOR	9877660433	iti.bagsaid@gmail.com
9	SH. TARA CHAND	INSTRUCTOR	9418938025	iti.bagsaid@gmail.com
10	SH. RAVI KANT	INSTRUCTOR	7018192001	iti.bagsaid@gmail.com
11	SH. MAHANDER PAL	INSTRUCTOR	9418090879	iti.bagsaid@gmail.com
	SH. DEVI RAM	INSTRUCTOR		iti.bagsaid@gmail.com
12	SH. BALDEV CHAND	INSTRUCTOR	9418450182	iti.bagsaid@gmail.com
13	SH. AMAR CHAND	INSTRUCTOR	9857322587	iti.bagsaid@gmail.com
14	SMT. BIMLA DEVI	INSTRUCTOR	9805480234	iti.bagsaid@gmail.com
15	SH. BRIJESH KANWAR	INSTRUCTOR	8278719498	iti.bagsaid@gmail.com
16	SH. PREM LAL	INSTRUCTOR		iti.bagsaid@gmail.com
18	SH. PREM CHAND	INSTRUCTOR	8219498537	iti.bagsaid@gmail.com
19	SMT. TARA DEVI	TRAINER	9857114377	iti.bagsaid@gmail.com
20	SMT. GANGA DEVI	JOA(IT)	7876864883	iti.bagsaid@gmail.com
21	SH. VICHITTER SINGH	CLERK	9857400331	iti.bagsaid@gmail.com
22	SH. JITNDER KUMAR	JOA(IT)	9817130373	iti.bagsaid@gmail.com
23	SH. TARA CHAND	D.E.O	9858944094	iti.bagsaid@gmail.com
24	SH. KUNDAN LAL	W/SHOP ATTENDANT	9418667439	iti.bagsaid@gmail.com
25	SMT. TARA DEVI	SWEEPER	9459760419	iti.bagsaid@gmail.com
26	MISS BABLI	PEON	7807324350	iti.bagsaid@gmail.com
27	SMT. RAJNI DEVI	CHOWKIDAR	8278710613	iti.bagsaid@gmail.com
28	MISS DEVENDRA DEVI	PEON	8894438056	iti.bagsaid@gmail.com
29	SH. DAMESHWAR SINGH	CHOWKIDAR	8219491074	iti.bagsaid@gmail.com
30	SMT. NORMA DEVI	SWEEPER		iti.bagsaid@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:

Govt. ITI Bagsaid

Sr.No.	Name of Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised Pay Rules 2022)
1.	Sh. Narotam Ram	Principal	47000-151100Level-16
2.	Sh. Kashmir Singh	Instructor cum Group Instructor	46000-146500Level-13
3.	Sh. NandKishor	Group Instructor	43000-136000 Level-12
4.	Sh. Pradeep Singh	Group Instructor	43000-136000 Level-12
5.	Sh. Tej Singh	Instructor, Welder	38500-122700 Level-11
6.	Sh. Tara Chand	Instructor , Drawing/Math	38500-122700 Level-11
7.	Sh. Ram Sawroop	Instructor , Drawing/Math	38500-122700 Level-11
8.	Sh. BrijeshKanwar	Instructor, Electrician	38500-122700 Level-11
9.	Sh. Ravi Kant	Instructor, Plumber	38500-122700 Level-11
10.	Sh. Khem Chand	Instructor , MMV	38500-122700Level-11
11.	Sh. Amar Chand	Instructor, MMV	38500-122700 Level-11
12.	Sh. Devi Ram Azad	Instructor, Fitter	38500-122700Level-11
13.	Sh. GhanshyamVerma	Instructor, Fitter	38500-122700 Level-11
14.	Smt.Rajo Devi	Instructor, SoT (Embroidery)	38500-122700 Level-11
15.	Sh. PremLal	Instructor, DM Civil	38500-122700Level-11
16.	Sh. Prem Chand	Instructor, DM Civil	38500-122700 Level-11
17.	Sh. GuldeepSingh	Instructor, COPA	38500-122700 Level-11
18.	Smt. Bimla Devi	Instructor, COPA	38500-122700 Level-11
19.	Smt. Ganga Devi	JOA (IT)	20600-65500 Level-4
20.	Sh. Vichiter Singh	Clerk	20200-64000 Level-3
21.	Sh. Jitender Kumar	JOA (IT) (Govt. Contract)	12360/- fixed
22.	Sh. KundalLal	Workshop Attendant	20200-64000Level-3
23.	Smt. Tara Devi	Sweeper	18000-56900Level-1
24.	Ms. Babli Devi	Class-IV(Daily Wage)	@400/- per Day
25.	Smt. Rajani Devi	Chowkidar(Daily Wage)	@400/- per Day
26.	Ms. DevendraDevi	Class-IV (Daily Wage)	@400/- per Day

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

F.Y. 2024-2025

Sr. No.	Object Code Description	Amount allocated
1.	Salary	14870732.00
2.	Wages	371125.00
3.	Trv. Exp.	32632.00
4.	O.E.	633000.00
5.	M.R.	4711.00
6.	R.R.T	0
7.	M&E	0
8.	M&S	40000.00
9.	OC	0
10.	OC	0
11.	HONORARIUM	0

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 e on the website.**

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 DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

Sr. No.	Name	Designation	Phone	Email
1.	Sh. N.R. Rao	Principal	94180 06573	iti.bagsaid@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED:-

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

<http://himachalgovtitibagsaid.in/>

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 are made available on the institute website

1.2 Public Private Partnerships

The detail of PPP scheme is on departmental website.

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

Information related to Centrally Sponsored Scheme like STRIVE is available in departmental website.

1.8. Tours of Head of Office/Delegation

Information of Tours of Head of Office will be uploaded on the Institutional Website in future.