

Name of Institute: ABVGIET Pragatinagar (ITI Wing)

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	ABVGIET Pragatinagar
Establishment and Address	Village Pragatinagar PO Gumma 171202
Contact No.	01718-253918
Web Site	https://govtitipragatinagar.edu.in/
Code allotted by the DGT	

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, - Pragatinagar	Overall controlling all staff and other activities , budget and finance (DDO)	
2	Electrician trade	To provide practical training and theory knowledge	
3	Plumber trade	NA	
4	Fashion Design & Technology trade	NA	
5	Workshop		
6	IT Lab		
7	Library		

Section 4(1)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Dr. Prof Umesh chand Rathore (Additional Charge)
Designation	Director/Principal ABVGIET Pragatinagar (All Three Wing)
Powers	Overall controlling all staff and other activities , budget and finance (DDO)
Duties	

Name	Tapender Singh (Officiating)
Designation	Group Instructor
Duties	<ol style="list-style-type: none">1. Provide mentorship to the institute.2. Help with job fairs, placement affairs, and industry connect3. Train fellow colleagues4. Assist with OJT-based learning5. Help with National Apprenticeship Promotion Schemes (NAPS)

Name of Instructor, Designation	Duties
<ol style="list-style-type: none"> 1. Tapender Singh, Instructor, Electrician 2. Sandeep Kumar, Instructor, Fitter 3. Sandeep Kumar, Instructor, MMV 4. Smt. Sonam Kumari, Instructor, ED 5. Puneet Mokta, Instructor, Employability Skill 6. Rajender Singh Instructor, DMC 	<ol style="list-style-type: none"> 1. Develop and deliver lessons 2. Provide hands-on demonstrations 3. Assess student progress 4. Develop and update curriculum materials 5. Create instructor materials, such as course outlines and background material
Designation	Superintendent Grade-II
Duties	Not available

Designation	Junior Office Assistant/Clerk
Duties	Not available

4(1)(b)(iii)

THIS PROCEDURE FOLLOWED IN THIS 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 Govt. from time to time by Govt. Gazette notification, by DGT norms and DTE & HPTSB, Himachal Pradesh regulations.

Section 4(1)(b)(v)

THIS RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

This rules, regulations, instruction, 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 I their website

Section 1(1)(b)(vi)

A STATEMENT OF THIS 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	This 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.	
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.	Officials of ITI	Act As	attached
1	Sh. Tapender Singh, Inst. Electrician	Co-ordinator	
2	Sh. Sandeep Kumar, Instructor, Fitter	Member	
3	Sh. Sandeep Kumar, Instructor, MMV	Member	
4	Smt. Sonam Kumari, Instructor, ED	Member	
5			

2. Hostel Management Committee.

Sr. No.	Officials of ITI	Act As	attached
1			
2			
3			
4			
5			

3. Anti-ragging Committee

Sr. No.	Officials of ITI	Act As	attached
1	Sh. Tapender Singh, Inst. Electrician	Member	
2	Sh. Sandeep Kumar, Instructor, Fitter	Member	
3	Sh. Sandeep Kumar, Instructor, MMV	Member	
4	Smt. Sonam Kumari, Instructor, ED	Member	
5			

4. Quarter Allotment Committee.

Sr. No.	Officials of ITI	Act As	attached
1	Sh. Tapender Singh, Inst. Electrician	Member	
2	Sh. Sandeep Kumar, Instructor, Fitter	Member	
3	Sh. Sandeep Kumar, Instructor, MMV	Member	
4	Smt. Sonam Kumari, Instructor, ED	Member	
5			

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As	attached
1			
2			
3			
4			
5			

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Act As	attached
1			
2			
3			
4			
5			
6			
7			
8			

7. Purchase committee of the institute

Sr. No.	Officials of ITI	Act As	attached
1			
2			
3			
4			
5			

11. Physical Verification committee.

Sr. No.	Physical Verification committee.	Act As	attached
1			
2			
3			

12. Electrol Literacy Club (ELC)

Sr. No.	Officials of ITI	Act As	attached
1			
2			
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13. Admission Committee.

Sr. No.	Officials of ITI	Act As	attached
1	Smt. Suman Bodh, Group Instructor	Co-ordinator	
2	Sandeep Kumar, Instructor, Fitter	Member	
3	Dinesh Sen, Inst. Electrician	Member	
4			
5			
6			
7			

Section 4(1)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THIS SYSTEM OF COMPENSATION AS PROVIDE IN ITS REGUATIONS:

Sr. No.	Name Officer/Official	Designation	Pay Scale (As per HP Civil Services Revised pay Rules 2022)
1	Tapender Singh	Inst. Electrician	
2	Sandeep Kumar	Inst. Fitter	
3	Sandeep Kumar	Inst. MMV	
4	Sonam Kumar	Inst. ED	
5	Puneet Mokta	Inst. Employability Skill	
6	Rajender Singh	Inst. DMC	Under SWF
7	Raj Kumar	Workshop Attendent	
8	Mela Ram	Workshop Attendent	
9			
10			
11			

Section 4(1)(b)(xi)

THE BUDGET ALLOCATE TO EACH OF ITS AGENCY, INDICATING THIS PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSMENTS MADE:-

Budget Availability Report

Financial year 2024-2025

Sr. No.	Object Code Description	Amount allocated
1	01-Salaries	5713749.00
2	03-Travel Expense	8222.00
3	05-Office Expenses	80000.00
4	30-Motor Vehicle	49993.00
5	31- Machinery& Equipment's	500000.00
32-2230-03-789-01-SOON-P-V		
1	31-Machiner& Equipment's	19990.00
2	33-Material & Supply	24831.00

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 THIS INFORMATION, AVAILABLE TO OR HELD BY IT REDUCE IN AN ELECTORNIC FORM:-

All the relevant details including the procurement, tender and student matter are made available on the website

Section 4(1)(b)(xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZES FOR OBTAINING INFORMATIO, INCLUDING HE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-

This institute has maintained its library restricted only to its trainees and staff. This library is not open for general public.

Section 4(1)(b)(xvi)

THIS NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THIS PUBLIC INFORMATION OFFICERS:-

Sr. No.	Name	Designation	Tele Phone No.	E-mail
1.	Public information Officer (PIO)	(Principal)	01783-243918	Principal.iti.pragatinagar@gmail.com
2.	Appellate Authority	Joint Director teknikal Education Hp	01907-266572	techedu@nic.in

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED:-

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

1. Suo-Motu disclosure of more items under Section-4 of RTI Act,2005:-

- 1.1 Information related to procurement
- 1.2 Public Private Partnerships
- 1.3 Transfer Policy and Transfer Orders.
- 1.4 RTI Applications
- 1.5 CAG & PAC Paras
- 1.6 Citizens Charter.
- 1.7 Discretionary and Non-Discretionary Grants
- 1.8 Tours of Head of Office/Delegtions