

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

### **1.2 Public Private Partnerships**

Govt. ITI Shahpur 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 <https://techedu.hp.gov.in/?q=rti> 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 are entered in RTI register and online RTI applications are uploaded on RTI portal.

### **1.5 CAG & PAC Paras**

Detail CAG & PAC Paras has been uploaded on the institutional Website in the RTI Tab [www.itishahpurhp.edu.in](http://www.itishahpurhp.edu.in)

### **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 Discretionary and Non-Discretionary Grants.

### **1.8. Tours of Head of Office/Delegation**

Information/entries of Tours of Head of Office are being made on movement register.

## Disclosure under Section4(1)(b) of Right toInformationAct, 2005

### Section 4(1)(b)(i)

#### The particulars of its organization, functions and duties:-

Name of organization	Govt. ITI Shahpur
Establishment and Address	1962, Address: VPO & Tehsil Shahpur, Distt. Kangra H.P. Pin-176206 <i>This institute is located on the bank of NH-154 (Pathankot-Manali) 55 km far away from the Pathankot.</i> E-mail:- <a href="mailto:principalitishahpur@gmail.com">principalitishahpur@gmail.com</a> <a href="http://www.itishahpurhp.edu.in">www.itishahpurhp.edu.in</a>
Contact No.	01892-238023
WebSite	<a href="http://www.itishahpurhp.edu.in">www.itishahpurhp.edu.in</a>
Code allotted by the DGT	GR02000131

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Shahpur	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Shahpur.	<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. Ensure that the Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.</li><li>8. Proper discipline is maintained in the institute.</li><li>9. There is close relationship between the trainees and the instructional staff.</li><li>10. Proper follow-up is maintained of the passed out trainees.</li><li>11. Proper security arrangements are maintained</li></ol>

			<p>and safety precautions observed.</p> <p>12. Trainees get the proper medical aid and welfare arrangements are available.</p> <p>13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</p>
2	Electrician trade	To impart knowledge & skill to the trainees of Electrician trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Plumber trade	To impart knowledge & skill to the trainees of Plumber trade.	-do-
4	Fashion Design & Technology trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	-do-
5	Carpenter	To impart knowledge & skill to the trainees of concerned trade.	-do-
6	Computer Operator and Programming Assistant	-do-	-do-
7	Draughtsman	-do-	-do-
8	Fitter	-do-	-do-
9	Fruit and Vegetable Processor	-do-	-do-
10	Instrument Mechanic	-do-	-do-
11	Information Communication Technology System Maintenance	-do-	-do-
12	Machinist	-do-	-do-
13	Mechanic (Motor Vehicle)	-do-	-do-
14	Mechanic (Tractor)	-do-	-do-
15	Plastic Processing Operator	-do-	-do-
16	Pump Operator-Cum-Mechanic	-do-	-do-
17	Refrigeration And Air Conditioning Technician Dual	-do-	-do-
18	Sewing Technology	-do-	-do-
19	Sheet Metal Worker	-do-	-do-
20	Stenographer & Secretarial Assistant (English)	-do-	-do-
21	Stenographer & Secretarial Assistant (Hindi)	-do-	-do-

22	Surface Ornamentation Techniques (Embroidery)	-do-	-do-
23	Surveyor (NSQF)	-do-	-do-
24	Turner (NSQF)	-do-	-do-
25	Welder (Fabrication & Fitting) (NSQF)	-do-	-do-
26	Welder (GMAW & GTAW)	-do-	-do-
27	Welder (NSQF)	-do-	-do-
28	Welder (Pipe)	-do-	-do-
29	Technician Mechatronics	-do-	-do-
30	Internet of Things Technician (Smart City)	-do-	-do-
31	CITS (D/Man Civil)	-do-	-do-
32	Workshop	Imparting Skill training to trainees	Workshop
33	IT Lab	To teach related to Computer	IT Lab
34	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>	Er. C.S. Rana
<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. Ensure that the foremen and supervisors maintain an extremely close supervision on the work of instructors and the progress of the classes.
	8. Proper discipline is maintained in the institute.
	9. There is close relationship between the trainees and the instructional staff.
	10. Proper follow-up is maintained of the passed out trainees.
	11. Proper security arrangements are maintained and safety precautions observed.

	12. Trainees get the proper medical aid and welfare arrangements are available.
	13. Proper facilities to the inspection staff of the State Directorate, DGE&T, and other authorized bodies are provided.

<b>Name</b>	(1) Sh. Ravi Kumar (2) Sh. Pardeep Kumar (3) Sh. Rajiv Kumar (4) Smt. Kanchan Devi
<b>Designation</b>	<b>Group Instructor</b>
<b>Duties</b>	<p>Group Instructor ITI is responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.</li> <li>2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</li> <li>3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</li> <li>4. Safety precautions are observed in the workshop.</li> <li>5. Sections function strictly according to the time schedule laid down and proper discipline maintained.</li> </ol>
<b>Designation</b>	<b>Instructor</b>
<b>Duties</b>	<p><b>Instructor</b> <b>The Instructors will be responsible for</b></p> <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>Superintendent Grade-II</b>
<b>Duties</b>	Superintendent Grade-II supervise work of the Ministerial staff posted in the institute and submit their cases to the Principal. He also performs the duties assigned by the head of the institute

<b>Designation</b>	<b>Junior Office Assistant/ Clerk/Senior Assistant</b>
Duties	<p>To 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> <li>(iv) To Deal with seat of Training and Store etc.</li> <li>(v) To deal with seat of Diary &amp; Dispatch etc.</li> </ul> <p>Any other task given by the head of the institution.</p>

### **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 :**

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Procedure to obtain the documents</b>
<b>1</b>	<b>2</b>	<b>3</b>
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 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.	
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.

Notified vide Govt. of H.P. notification No. EDN(TE)A(4)1/2023 dated 29-05-2023 (Tenure of committee will be 03 year from the date of notification)

SN	Name of member	Address and Contact No.	Designation
1	Sh. Surjeet Singh Rana	Vill. Ranher PO reflu Tehsil ShahpurDisttkangra. H.P176206 Mobile No.98058-59131	Chairman
2	Principal Govt. ITI Shahpur	Govt. ITI ShahpurDisttKangra H.P 01892- 237234	Member Secretary
<b>Member nominated by Industrial Partner</b>			
1	Sh. Pardeep Singh	VPO YolJharer Tehsil ShahpurDistt. Kangra H.P-176208 Mobile No. 88940-96108	Member-1
2	Sh. AshwaniChoudhary	VPO Shahpur tehsil ShahpurDisttKangra H.P -176206 Mobile No. 98169-70691	Member-2
3	Sh. Vinay Kumar	VPODramman Tehsil ShahpurDisttkangra H.P-176206 mobile No. 98059-00754	Member-3
4	Miss. ChanderKiran	Ward No. 04 Tyali Tehsil ShahpurDisttkangra H.P-176206 mobile No. 7018498906	Member-4
<b>Member nominated by Sate Govt.</b>			
1	Employment officer	District Employment DhsramshalaDisttKangra H.P 01892-224942	Member-1
2	Officer Dealing With Vocational & Industrial Training	Representative of State Directorate Technical Education	Member-2
3	Principal Govt. SSS ShahpurDisttKangra H.P	Govt.SSSShahpur Tehsil ShahpurDisttKangra H.P	Member-3
4	Group Instructor/Senior Instructor	Govt. ITI Shahpur Tehsil ShahpurDisttKangra H.P	Member-4
5	Representative of Students	Student of Payment Seat Govt. ITI Shahpur Tehsil ShahpurDisttKangra H.P	Member-5

#### 2. Hostel Management Committee (Boys). (valid till current academic session)

Sr. No.	Officials of ITI Shahpur	Act As
1	Sh. Ravi Kumar, Group Instructor	Nodal officer
2	Sh. Vijay Kumar, Supdt.	Member
3	Sh. Rash Pal, Hostel Supdt.	Member
4	Sh. Tilak Raj, Instructor Electrician	Member
5	Students from hostler (02 Nos.)	Member

#### 2.A Hostel Management Committee (Girls). (valid till current academic session)

Sr. No.	Officials of ITI Shahpur	Act As
1	Smt. Kanchan Devi, Group Instructor	Nodal officer
2	Smt. Shareshta, DEO	Member
3	Smt.SarojRana, Instructor ICTSM	Member
4	Sh. Mukesh Kumar, Instructor Plumber	Member
5	Students of hostler(02 Nos.)	Member



**3. Anti-ragging Committee. (valid till current academic session)**

Sr. No.	Officials of ITI Shahpur	Act As
1	Sh. Pardeep Kumar, Group Instructor	Nodal officer
2	Sh. Mohinder Pal, Instructor PPO	Member
3	Smt. SarojRana, Instructor ICTSM	Member
4	Sh. Anil Kumar, Instructor Drg. Math	Member

**4. Quarters Allotment Committee.**

Sr. No.	Officials of ITI Shahpur	Act As
1	Sh. Vijay Kumar, Supdt. Grade-II	Nodal officer
2	Sh. Rajiv Kumar, Group Instructor	Member
3	Sh. Naresh Kumar, Instructor Carpenter	Member
4	Sh. Ravi Kumar, Sr. Assistant	Member
5	Sh. RoshanLal, W.S.A.	Member

**5. Sexual Harassment Committee/ Women cell. (valid till current academic session)**

Sr. No.	Officials and Designation	Act As
1	Smt. Kanchan Devi, Group Instructor	Nodal officer
2	Smt. PrneemKumari, Instructor I.Mech.	Member
3	Smt. Seema Sharma, Instructor FDT	Member
4	Smt. Ritu Devi, Sweeper	Member
5	Female trainee	Member

**6. Student Welfare Fund Committee. (valid till current academic session)**

Sr. No.	Name of Committee members	Designation
1	Sh. Pardeep Kumar	Group Instructor
2	Sh. Rajiv Kumar	Group Instructor
3	Sh. Vijay Kumar	Office Supdt.
4	Sh. Rash Pal	Hostel Supdt.
5	Sh. Vivek	Sr. Assitt.
6	Smt. Shareshtha	Clerk/ DEO
7	Mr. Ritesh Kaundal	Trainee D/man Civil
8	Mr. Rohit Sukhdev	Trainee Mech. Tractor
9	Mr. Rohit	Trainee Surveyor
10	Ms. Aditi	Trainee FDT
11	Ms. Shilpa Bharti	Trainee SOT

**7. Purchase committee of the institute.**

Sr. No.	Officials of ITI Shahpur	Act As
1	Group Instructor/Store Officer	Purchase officer
2	Requisitioned official/Concerned Instructor	Member-1
3	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-2
4	Store keeper	Member-3
5	Supdt./Sr. Asstt.	Member Secretary

**11. 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

**12. Electrol Literacy Club (ELC)**

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Ajay Kumar	Instructor Math	Member/ BLO
2	Sh. Rajiv Kumar	Group Instructor	Member
3	Sh. Shakti Singh	Instructor Math	Technical Union Distt. Kangra. Pradhan
4	Sh. Brajinder Kumar	Instructor POCM	Member

**13. Admission Committee.**

Since, admission process is carried out through online portal, so there is no need to make the admission committee. However for spot admission process following committee is constituted.

Sr. No.	Name of Committee members	Designation
1	Sh. Pardeep Kumar	Group Instructor
2	Sh. Rajiv Kumar	Group Instructor
4	Smt. Kanchan Devi	Group Instructor
5	Sh. Nirbal Kumar	Clerk
6	Smt. Shareshtha	Clerk/DEO
7	Sh. Inder Singh	Peon 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	Er. Chain Singh Rana	Principal	01892-238023	principalitishahpur@gmail.com
2	Sh. Ravi Kumar	Group Instructor	.-do.-	.-do.-
3	Sh. Pardeep Kumar	Group Instructor	.-do.-	.-do.-
4	Sh. Rajeev Kumar	Group Instructor	.-do.-	.-do.-
5	Smt. Kanchan Devi	Group Instructor	.-do.-	.-do.-
6	Sh. Vijay Kumar	Supdt. G-II	.-do.-	.-do.-
7	Sh. Ravi Kumar	Sr. Asstt.	.-do.-	.-do.-
8	Sh. Vivek	Sr. Asstt.	.-do.-	.-do.-
9	Sh. Nirbal Kumar	Clerk	.-do.-	.-do.-
10	Sh. Joginder Singh	Clerk	.-do.-	.-do.-
11	Sh. Amit Kumar	JOA(IT)	.-do.-	.-do.-
12	Sh. Pushp Deep	Instructor Fitter	.-do.-	.-do.-
13	Smt. Saroj Rana	ICTSM	.-do.-	.-do.-
14	Sh. Sachin Santoshi	SSA HINDI	.-do.-	.-do.-
15	Sh. Naresh Kumar	Carpenter	.-do.-	.-do.-
16	Smt. Anu Bala	Sewing Tech.	.-do.-	.-do.-

17	Smt. Ritu Kumari	SOT	.-do.-	.-do.-
18	Smt. Prneem Kumari	Instr. Mech.	.-do.-	.-do.-
19	Sh. Narinder Kumar	Machinist	.-do.-	.-do.-
20	Sh. Kewal Kumar	Machinist	.-do.-	.-do.-
21	Sh. Anuj Kumar	Turner	.-do.-	.-do.-
22	Sh. Ramesh Kumar	Turner	.-do.-	.-do.-
23	Sh. Nishant Saini	Turner	.-do.-	.-do.-
24	Sh. Tilak Raj	Electrician	.-do.-	.-do.-
25	Sh. Atul Sharma	Tractor Mech.	.-do.-	.-do.-
26	Sh. Naveen Kumar	F&VP	.-do.-	.-do.-
27	Sh. Vijay Kumar	Welder	.-do.-	.-do.-
28	Sh. Naresh Kumar	Welder	.-do.-	.-do.-
29	Sh. Ravi Kumar	Welder	.-do.-	.-do.-
30	Sh. Din Dayal	MMV	.-do.-	.-do.-
31	Sh. Vikas Walia	D/Man Civil	.-do.-	.-do.-
32	Sh. Sanjeev Kumar	Surveyor	.-do.-	.-do.-
33	Sh. Brajinder Singh	POCM	.-do.-	.-do.-
34	Sh. Ashok Kumar	POCM	.-do.-	.-do.-
35	Smt. Seema Devi	FDT	.-do.-	.-do.-
36	Sh. Mukesh Kumar	Plumber	.-do.-	.-do.-
37	Sh. Arvind Kumar	Plumber	.-do.-	.-do.-
38	Sh. Sham Singh	RAC	.-do.-	.-do.-
39	Sh. Pardeep Kumar	RAC	.-do.-	.-do.-
40	Sh. Mohinder Pal	PPO	.-do.-	.-do.-
41	Sh. Rajesh Kumar	Welder	.-do.-	.-do.-
42	Sh. Ajay	Math	.-do.-	.-do.-
43	Sh. Anil Kumar	Math/Drg.	.-do.-	.-do.-
44	Sh. Shakti Singh	Maths.	.-do.-	.-do.-
45	Sh. Rashpal	Hostel Supdt.	.-do.-	.-do.-
46	Sh. Roshan Lal	Workshop Attendant	.-do.-	.-do.-
47	Sh. Jeewan Kumar	Workshop Attendant	.-do.-	.-do.-
48	Sh. Pan Singh	Store Attendant	.-do.-	.-do.-
49	Sh. Inder Singh	Peon	.-do.-	.-do.-
50	Sh. Pradeep Kumar	Peon	.-do.-	.-do.-
51	Sh. Ashish Kumar	Peon cum Chowkidar	.-do.-	.-do.-
52	Sh. Joginder Pal	Lab Attendant	.-do.-	.-do.-
53	Sh. Sudershan Kumar	Chowkidar	.-do.-	.-do.-
54	Sh. Madan Lal	Sweeper	.-do.-	.-do.-
55	Sh. Ravi Kumar	Sweeper	.-do.-	.-do.-
		<b>Outsource Staff</b>		
56	Smt. Anisha Devi	Data Entry Operator	.-do.-	.-do.-
57	Smt. Shareshta Devi	Data Entry Operator	.-do.-	.-do.-
58	Smt. Reetu Kumari	Sweeper	.-do.-	.-do.-
		<b>SWF Staff</b>		
59	Smt. Shilpa Sharma	Trainer, FDT	.-do.-	.-do.-
60	Sh. Shubham Choudhary	Trainer, Surveyor	.-do.-	.-do.-

		<b>IMC Staff</b>		
61	Sh. Ashish Kumar	Trainer W.CAL. & Engg. Drg.	.-do-.	.-do-.
62	Sh. Aditya Sharma	Trainer Fitter	.-do-.	.-do-.
63	Smt. Jyotsna	Trainer COPA	.-do-.	.-do-.
64	Sh. Bany Supehia	Trainer, MMV	.-do-.	.-do-.
65	Smt. Nisha	Trainer, Sewing Tech.	.-do-.	.-do-.
66	Sh. Atul Sharma	Trainer, COPA	.-do-.	.-do-.
67	Sh. Sanjeev Kumar	Trainer, Turner	.-do-.	.-do-.

### **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:**

<b>Sr. No.</b>	<b>Name of the staff member (Sh./Smt.)</b>	<b>Designation</b>	<b>Pay Scale (As per HP Civil Services Revised pay Rules 2022)</b>
1	Er. Chain Singh Rana	Principal	Level-16 (48700-154300)
2	Sh. Ravi Kumar	Group Instructor	Level-12 (43000-136000)
3	Sh. Pardeep Kumar	Group Instructor	Level-14 (47600-151100)
4	Sh. Rajeev Kumar	Group Instructor	Level-14 (47600-151100)
5	Smt. Kanchan Devi	Group Instructor	Level-12 (43000-136000)
6	Sh. Vijay Kumar	Supdt. G-II	Level-12 (43000-136000)
7	Sh. Ravi Kumar	Sr. Asstt.	Level-11 (38500-122700)
8	Sh. Vivek	Sr. Asstt.	Level-11 (38500-122700)
9	Sh. Nirbal Kumar	Clerk	Level-03 (20200-64000)
10	Sh. Joginder Singh	Clerk	Level-03 (20200-64000)
11	Sh. Amit Kumar	JOA(IT)	Level-04 (20600-65500)
12	Sh. Pushp Deep	Instructor Fitter	Level-11 (38500-122700)
13	Smt. Saroj Rana	ICTSM	Level-11 (38500-122700)
14	Sh. Sachin Santoshi	SSA HINDI	Level-11 (38500-122700)
15	Sh. Naresh Kumar	Carpenter	Level-11 (38500-122700)
16	Smt. Anu Bala	Sewing Tech.	Level-11 (38500-122700)
17	Smt. Ritu Kumari	SOT	Level-11 (38500-122700)
18	Smt. Prneem Kumari	Instr. Mech.	Level-11 (38500-122700)
19	Sh. Narinder Kumar	Machinist	Level-11 (38500-122700)
20	Sh. Kewal Kumar	Machinist	Level-11 (38500-122700)
21	Sh. Anuj Kumar	Turner	Level-11 (38500-122700)
22	Sh. Ramesh Kumar	Turner	Level-11 (38500-122700)
23	Sh. Nishant Saini	Turner	Level-11 (38500-122700)

24	Sh. Tilak Raj	Electrician	Level-11 (38500-122700)
25	Sh. Atul Sharma	Tractor Mech.	Level-11 (38500-122700)
26	Sh. Naveen Kumar	F&VP	Level-11 (38500-122700)
27	Sh. Vijay Kumar	Welder	Level-11 (38500-122700)
28	Sh. Naresh Kumar	Welder	Level-11 (38500-122700)
29	Sh. Ravi Kumar	Welder	Level-11 (38500-122700)
30	Sh. Din Dayal	MMV	Level-11 (38500-122700)
31	Sh. Vikas Walia	D/Man Civil	Level-11 (38500-122700)
32	Sh. Sanjeev Kumar	Surveyor	Level-11 (38500-122700)
33	Sh. Brajinder Singh	POCM	Level-11 (38500-122700)
34	Sh. Ashok Kumar	POCM	Level-11 (38500-122700)
35	Smt. Seema Devi	FDT	Level-11 (38500-122700)
36	Sh. Mukesh Kumar	Plumber	Level-11 (38500-122700)
37	Sh. Arvind Kumar	Plumber	Level-11 (38500-122700)
38	Sh. Sham Singh	RAC	Level-13 (46000-146500)
39	Sh. Pardeep Kumar	RAC	Level-11 (38500-122700)
40	Sh. Mohinder Pal	PPO	Level-11 (38500-122700)
41	Sh. Rajesh Kumar	Welder	Level-11 (38500-122700)
42	Sh. Ajay	Math	Level-11 (38500-122700)
43	Sh. Anil Kumar	Math/Drg.	Level-11 (38500-122700)
44	Sh. Shakti Singh	Maths.	Level-11 (38500-122700)
45	Sh. Rashpal	Hostel Supdt.	Level-10 (38100-120400)
46	Sh. Roshan Lal	Workshop Attendant	Level-03 (20200-64000)
47	Sh. Jeewan Kumar	Workshop Attendant	Level-01 (18000-56900)
48	Sh. Pan Singh	Store Attendant	Level-03 (20200-64000)
49	Sh. Inder Singh	Peon	Level-03 (20200-64000)
50	Sh. Pradeep Kumar	Peon	Level-01 (18000-56900)
51	Sh. Ashish Kumar	Peon cum Chowkidar	Level-01 (18000-56900)
52	Sh. Joginder Pal	Lab Attendant	Level-01 (18000-56900)
53	Sh. Sudershan Kumar	Chowkidar	Level-01 (18000-56900)
54	Sh. Madan Lal	Sweeper	Level-01 (18000-56900)
55	Sh. Ravi Kumar	Sweeper	Level-01 (18000-56900)
		<b>Outsource Staff</b>	
56	Smt. Anisha Devi	Data Entry Operator	Fix Rs. 11831/- per month
57	Smt. Shareshta Devi	Data Entry Operator	Fix Rs. 11831/- per month
58	Smt. Reetu Kumari	Sweeper	Fix Rs. 9400/- per month
		<b>SWF Staff</b>	
59	Smt. Shilpa Sharma	Trainer, FDT	Hourly basis (Rs. 103.5 Practical & 210 trade theory) Max Rs. 16215/- per month
60	Sh. Shubham Choudhary	Trainer, Surveyor	Hourly basis (Rs. 103.5 Practical & 210 trade theory) Max Rs. 16215/- per month
		<b>IMC Staff</b>	
61	Sh. Ashish Kumar	Trainer W.CAL. & Engg. Drg.	Fix Rate Rs. 16215/- per month
62	Sh. Aditya Sharma	Trainer Fitter	Fix Rate Rs. 16215/- per month
63	Smt. Jyotsna	Trainer COPA	Fix Rate Rs. 16215/- per month
64	Sh. Bany Supehia	Trainer, MMV	Fix Rate Rs. 16215/- per month

65	Smt. Nisha	Trainer, Sewing Tech.	Fix Rate Rs. 16215/- per month
66	Sh. Atul Sharma	Trainer, COPA	Fix Rate Rs. 16215/- per month
67	Sh. Sanjeev Kumar	Trainer, Turner	Fix Rate Rs. 16215/- per month

### **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 No. 19 (2235-60-800-11)**

<b>Sr. No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
01	06 Medical Reimbursement (Retirees)	1,49,760-00
<b>Total</b>		<b>1,49,760-00</b>

**Demand No. 27 (2230-03-003-05)**

<b>Sr.No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	01-Salaries & DA	3,80,95,311-00
3	04-Travel Expense	1,36,784-00
4	05-Office Expense	5,00,000-00
5	06-Medical Reimbursement	19,843-00
6	30-Motor Vehicle	1,70,000-00
7	31-Machinery & Equipment's	00-00
8	33-Material & Supplies	6,10,000-00
<b>Total</b>		<b>3,95,31,938-00</b>

**Demand No. 32 (2230-03-789-01)**

<b>Sr.No.</b>	<b>Object Code Description</b>	<b>Amount allocated</b>
1	31-Machinery & Equipment's	50,000-00
2	33-Material & Supplies	1,00,000-00
3	99-Honorarium	50,000-00
<b>Total</b>		<b>2,00,000-00</b>

### **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.itishahpurhp.edu.in](http://www.itishahpurhp.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>PhoneNo.</b>	<b>E-Mail</b>
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Er. C.S. Rana, Principal	Public Information Officer	01892-238023	<a href="mailto:itishahpur@gmail.com">itishahpur@gmail.com</a>

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

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

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

# Organization Chart of Govt. ITI Shahpur

