



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 itisyri.edu.in

1.2 Public Private Partnerships

Govt. ITI Syri 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 Centrally Sponsored Scheme like 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.



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 Syri
Establishment and Address	2015, Govt. ITI Syri, V.P.O. Syri, Tehsil Kandaghat, Distt. Solan, HP-173207 E-mail:- itisyri2015@gmail.com
Contact No.	01792-292978
Web Site	itisyri.edu.in
Code allotted by the DGT	GR02000250

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI, Syri	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Syri.	<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 for and verified periodically, and the purchases are according to specification and in good condition.3. Training programs 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 Principal / Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes.



			<p>8. Proper discipline is maintained in the institute.</p> <p>9. There is close relationship between the trainees and the instructional staff.</p> <p>10. Proper follow-up is maintained of the passed out trainees.</p> <p>11. Proper security arrangements are maintained 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, industrial visit & OJT.
3	Fashion Design & Technology trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	Teaching, conducting examination, conducting evaluation, industrial visit .
4	Workshop	Imparting Skill training to trainees	Workshop
5	IT Lab	To teach related to Computer	IT Lab
6	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:-

Name	Sh. Rahul Dogra
Designation	Principal
Powers	1.To administer the Institution
	2. To take decisions in Administrative, Academic & Financial matters.
Duties	1. All the instructions issued to him 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. 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 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.



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	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.



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



Designation	Junior Office Assistant/ Clerk Distt. Solan H.P-173207
Duties	(1) Sh. Gopal Singh, clerk performs the duties assigned by the head of the institute i.e. <ul style="list-style-type: none">(i) To deal with seat of Establishment,(ii) To deal with seat of Accounts,(iii) To manage/deal with seat of Cash etc.(iv) To deal with seat of training.(v) To deal with seat of Diary & Dispatch etc(vi) The duties assigned by the head of the institute

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	Trainees Result	
12	Duty attendance	
13	RTI Register	
14	Vidhan Sabha Question Register	
15	Files related to budget, correspondence	
16	Files & documents related to building, Academic, Examination DET	
17	Files related to Governing Body Meeting.	
18	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.

Sr. No.	Officials of ITI Syri	Act As
1	Sh. Lalit Kumar Sharma (Principal Govt. ITI Solan)	Chairman
2	Sh. Rahul Dogra (Principal Govt. ITI Syri)	Member Secretary cum Principal
3	Sh. Bharat Kaushal (Instructor Math/Engg. Drawing)	Member
4	Smt. Shivranjani (Instructor Emp. Skill)	Member
5	Sh. Gopal Singh (Clerk)	Member
6	Vijay Bansal (Trainee Electrician Non-Subsidised Seat)	Member

2. Hostel Management Committee. Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Syri	Act As
1	Sh. Rajesh Kashyap (Instructor Electrician)	Nodal officer
2	Smt. Deepti Parihar (Instructor Electrician)	Member
3	Sh. Bharat Kaushal (Instructor Math/Engg. Drawing)	Member
4	Smt. Shivranjani (Instructor Emp. Skill)	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. Shivranjani (Instructor Emp. Skill)	Nodal Officer
2	Smt. Meenakshi Kanwar (Anganwadi worker Syri)	Member
3	Sh. Rajesh Kashyap (Instructor Electrician)	Member
4	Sh. Gopal Singh (Clerk)	Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Rahul Dogra	Principal
2	Sh. Bharat Kaushal	Instructor Math/Engg. Drawing
3	Smt. Shivranjani	Instructor Emp. Skill
4	Sh. Gopal Singh	Clerk
5	Sh. Sumit Kumar	Trainee Electrician
6	Sh. Bhumesh Kumar	Trainee Electrician
7	Miss. Harshita Verma	Trainee F.D &T

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Syri	Act As
1	Sh. Rajesh Kashyap (Instructor Electrician)	Purchase officer
2	Requisitioned official/Inst.	Member
3	Smt. Shivranjani (Instructor Emp. Skill)	Member
4	Sh. Bharat Kaushal (Instructor Math/Engg. Drawing)	Store Keeper



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5	Sh. Gopal Singh (Clerk)	Member
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11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Rajesh Kashyap & 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. Bharat Kaushal	Instructor Math/Engg. Drawing	Nodal Officer
2	Smt. Shivranjani	Instructor Emp. Skill	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Rajesh Kashyap	Instructor Electrician
2	Smt. Shivranjani	Instructor Emp. Skill
3	Sh. Bharat Kaushal	Instructor Math/Engg. Drawing
4	Sh. Gopal Singh	Clerk



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	01792-292978	itisyri2015@gmail.com
2	Sh. Rajesh Kashyap	Instructor (Electrician)	-do-	-do-
3	Smt. Deepti Parihar	Instructor (Electrician)	-do-	-do-
4	Sh. Bharat Kaushal	Instructor Math/Engg. Drawing	-do-	-do-
5	Smt. Shivranjani	Instructor Emp. Skill	-do-	-do-
6	Sh. Gopal Singh	Clerk	-do-	-do-
7	Sh. Sohan Lal	Chowkidar (SWF)	-do-	-do-
8	Smt. Kiran	Chowkidar (on daily wages)	-do-	-do-
9	Sh. Neeraj Kumar	Safai Karamchari	-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:

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	Sh. Rajesh Kashyap	Instructor (Electrician)	Level-11
3	Smt. Deepti Parihar	Instructor (Electrician)	Level-11
4	Sh. Bharat Kaushal	Instructor Math/Engg. Drawing	Level-11
5	Smt. Shivranjani	Instructor Emp. Skill	Level-11
6	Sh. Gopal Singh	Clerk	Level-03
7	Sh. Sohan Lal	Chowkidar (SWF)	
8	Smt. Kiran	Chowkidar (on daily wages)	
9	Sh. Neeraj Kumar	Safai Karamchari	

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	5000000.00
2	02 Wages	123725.00
3	03 Travel Expense	4466.00
4	05 Office Expense	70000.00
5	06 Medical Reimbursement	4166.00
6	31 Machinery & Equipment's	00.00
7	33 Material & Supplies	20000.00
8	65 Remuneration to Outsources employees	102625.00
9	99 Honorarium	100000.00



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 itisyri.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: -

S. No.	Name	Designation	Phone No.	E-Mail
1.	Smt. Samritika	First Appellate Authority	01907-266572	techedu-hp@nic.in
2.	Sh. Rahul Dogra, Principal	Public Information Officer	01792-292978	itisyri2015@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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



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