



No. SOA/ITI/Dharampur/Estt. /Website/2021- 147879

Date: 15/02/2025

To

PCube Software Solution  
Near Palanpur-Ahmedabad Flyover  
Behind Mangalmurti Mart  
Palanpur-385001

Subject:

Regarding update the detail of the mandatory disclosure on the website of State of the Art, Govt. ITI Dharampur (at Kanda) i.e. [www.itidharampurkanda.ac.in](http://www.itidharampurkanda.ac.in)

Sir

On the subject cited above it is submitted that kindly update the detail of the mandatory disclosure on the website of the State of the Art, Govt. ITI Dharampur i.e. [www.itidharampurkanda.ac.in](http://www.itidharampurkanda.ac.in). The hard and soft copies of the disclosure are attached for your kind information and favourable action please.

Enclos: As stated above

Principal

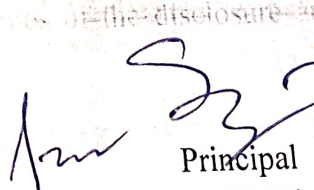
State of the Art Govt. ITI Dharampur, at Kanda  
P.O. Kanda, Tehsil Kasauli, Distt. Solan 173209 (H.P.)

Endst. No. SOA/ITI/Dharampur/Estt./Misc./IV /2025-

Dated: 14.02.2025

Copy to:

1. The Director, Technical Education, Vocational & Industrial Training, Sundernagar, District Mandi, Himachal Pradesh 175018, w.r.f. to the letter No. STV (TE) H-G (1) 22-RTI/2009-Misc.-28273-275-5096-5200 dated 07/02/2025 for information please.

  
Principal

State of the Art Govt. ITI Dharampur, at Kanda  
P.O. Kanda, Tehsil Kasauli, Distt. Solan 173209 (H.P.)

**Section 4 (1) (b) (i)**

**The particulars of its organization, function and duties:-**

<b>Name of organization</b>	State of the Art, Government Industrial Training Institute Dharampur (at Kanda)
<b>Establishment and address</b>	Establishment August, 2016
<b>Contact No</b>	01792-267910
<b>Web Site</b>	www.itidharampurkanda.ac.in
<b>Code allowed by the DGT</b>	GU02000264

<b>Sr. No</b>	<b>Section</b>	<b>Function</b>	<b>Duties</b>
1	Office of the Principal State Govt ITI Dharampur	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related State of the Art, Govt. ITI Dharampur (at Kanda)	<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 and safety precautions observed.</li> <li>12. Trainees get the proper medical aid and welfare arrangements are available.</li> <li>13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.</li> </ol>
2	Machinist	To impart knowledge & skill to the trainees of Machinist trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Fitter	To impart knowledge & skill to the trainees of Fitter trade.	Teaching, conducting examination, conducting evaluation, seminars.



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)

#### POWER & DUTIES OF OFFICERS AND EMPLOYEES :-

<b>Name</b>	Sh. Baljeet Singh
<b>Designation</b>	Principal
<b>POWER</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.

Designation	Instructor
Duties	<b>Instructor</b> <b>The Instructors will be responsible for</b> <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 and 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>
Designation	Superintendent Grade -II
Duties	Nil ( The post of Superintendent Grade-II not notified)
Name	
Designation	Group Instructor
Duties	Nil ( The post of Group Instructor not notified)



Designation	Junior office Assistant /Clerk
Duties	<p>(1) Sh. Vinod Kumar, JOA(IT) 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.</li> <li>(v) To deal with seat of Store</li> </ul> <p>(2) Smt. Upasana Negi, Junior Office Assistant (IT) 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> </ul> <p>(3) Sh. Kapil Thakur, Junior Office Assistant (IT). 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 Diary &amp; Dispatch etc.</li> </ul>

#### 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

Sr. No	Category of the document	Procedure to obtain the documents
1	2	3
1	Bank Pass Book	The Documents can be obtained from concerned officer In-charges
2	Service Book	
3	Personal Files	
4	Diary and Dispatch Register	
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	The Documents can be obtained from concerned officer In-charges
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)

Detail 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:** Not Applicable (This Institute has subsidies seats only (Free seat))

2. **Hostel Management Committee:** Not Applicable

3. **Anti-ragging Committee:**

Sr. No	Officials of ITI	Act As
1	Sh. Harminder Singh	Incharge
2	Sh. Subhash	Member
3	Sh. Pawan Kumar	Member
4	Sh. Vinod Kumar	Member
5	Smt. Bhavna	Member

4. **Quarters Allotment Committee:** Not Applicable

5. **Sexual Harassment Committee:**

Sr. No	Officials of ITI	Act As
1	Sh. Harminder Singh	Observer
2	Sh. Ghan Shyam Lal	Member
3	Sh. Vinod Kumar	Member
4	Mrs. Bhavna	Member
5	Smt Upasana Negi	Member

6. **Students Welfare Fund Committee:**

Sr. No	Name of Committee members	Designation
1	Sh. Harminder Singh	Member
2	Sh. Subhash	Member
3	Sh. Ghan Shyam Lal	Member
4	Sh. Vinod Kumar	Member
5	Smt. Upasana Negi	Member
6	Surender, Trainee Fitter	Member
7	Prishu, Trainees Machinist	Member

### 7. Purchase Committee

Sr. No	Officials of ITI	Act As
1	Sh. Harminder Singh	Incharge
2	Sh. Ghyan Shyam lal	Member
3	Sh. Pawan Kumar	Member
4	Sh. Mohd. Aslam Sheikh	Member
5	Smt. Upasana Negi	Member

### 8. Physical Verification committee:

Sr. No	Officials of ITI	Act As
1	Sh. Mohd. Aslam Sheikh	Physical verification of Office, Training, Library, Employability Skills
2	Sh. Harminder Singh	Physical verification of Machinist unit 1 <sup>st</sup> , shift 1 <sup>st</sup> & 2 <sup>nd</sup>
3	Sh. Ghan Shyam Lal	Physical verification of Fitter unit 1, shift 1 & 2 <sup>nd</sup>
4	Sh. Harminder Singh	Physical verification of Store

### 9. Electrol Literacy Club (ELC):

Sr. No	Name of Committee members	Designation /Trade Name	Duty Assign
1	Sh. Baljeet Singh	Principal	ELC Institute Incharge
2	Smt. Bhavna Mehta	Instructor Employability Skills	ELC Nodal Officer
3	Surender	Trainee, Trade Fitter	ELC Ambassador
4	Mahesh Kaundel	Trainee, Trade Machinist	ELC Ambassador

### 10. Admission Committee:

Sr. No	Name of Committee Members	Designation
1	Sh. Harminder Singh	Incharge
2	Sh. Ghan Shyam Lal	Member
3	Sh. Subhash	Member
4	Sh. Pawan Kumar	Member
5	Sh. Mohd. Aslam Sheikh	Member
6	Sh. Vinod Kumar	Member
7	Smt. Bhavna Mehta	Member
8	Smt Upasana Negi	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	Sh. Baljeet Singh	Principal	01792-267910	stateitdharampur17@gmail.com
2	Sh. Harminder Singh	Instructor Fitter		
3	Sh. Ghan Shyam Lal	Instructor Machinist		
4	Sh. Subhash	Instructor Machinist		
5	Sh. Pawan Kumar	Instructor Fitter		
6	Sh. Mohd. Aslam Sheikh	Instructor Maths		
7	Smt. Bhavna	Instructor Employability Skills		
8	Sh. Vinod Kumar	Junior Office Assistant (IT)		
9	Smt Upasana Negi	Junior Office Assistant (IT)		
10	Sh.Kapil Thakur	Junior Office Assistant (IT)		
11	Sh. Lokesh Kumar Attri	Peon		
12	Sh.Gian Chand	Mali		
13	Sh. Nitu	Workshop Attendant		

**Section 4 (1) (D) (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 Rule 2022)
1	Sh. Baljeet Singh	Principal	Level-16
2	Sh. Harminder Singh	Instructor Fitter	Level-11
3	Sh. Ghan Shyam Lal	Instructor Machinist	Level-11
4	Sh. Subhash	Instructor Machinist	Level-11
5	Sh. Pawan Kumar	Instructor Fitter	Level-11
6	Sh. Mohd. Aslam Sheikh	Instructor Maths	Level-11
7	Smt. Bhavna	Instructor Employability Skills	Level-11
8	Sh. Vinod Kumar	Junior Office Assistant (IT)	Level-4
9	Smt Upasana Negi	Junior Office Assistant (IT)	Level-4
10	Sh.Kapil Thakur	Junior Office Assistant (IT)	Level-4
11	Sh. Lokesh Kumar Attri	Peon	Level-1
12	Sh.Gian Chand	Mali	Level-1
13	Sh. Nitu	Workshop Attendant	Level-1



**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:-**

**Financial year 2024-2025**

Sr. No	Object Code Description	Amount allocated
1	Salary( 01) 27-2230-03-003-05-SOON-01-N-V	73,29,712
2	Travel Expenses(03) 27-2230-03-003-05-soon-03-N-V	37,467
3	Office Expenses (05) 27-2230-03-003-05-soon-05-N-V	70,000
4	Medical Reimbursement (06) 27-2230-03-003-05-SOON-06-N-V	54,233
5	Rent, Rates & Taxes (07) 27-2230-03-003-05-SOON-07-N-V	3,99,484
6	Material and Supply ( 33) 27-2230-03-003-05-SOON-33-N-V	60,000
7	Transfer Expenses( 64) 27-2230-03-003-05-SOON-64-N-V	2,000

**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:-**

**Financial year 2024-2025**

Sr. No	Object Code Description	Amount allocated
1	Machinery & Equipment (31) 32-2230-03-789-01-SOON-31-P-V	20,000

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.itidharampurkanda.ac.in](http://www.itidharampurkanda.ac.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.Baljeet Singh, Principal	Public Information Officer	01792-267910	<a href="mailto:itidharampur17@gmail.com">itidharampur17@gmail.com</a>

Section 4 (1) (b) (xvii)

**OTHER INFORMATION PRESCRIBED: -**

Besides this, information related to State of the Art, Government Industrial Training Institute Dharampur (at Kanda) can be viewed on the official website of the Institute.