

OFFICE OF THE PRINCIPAL
GOVT. INDUSTRIAL TRAINING INSTITUTE ARKI,
DISTRICT SOLAN (H.P.)
EMAIL ID:-itiarki@yahoo.com

No. : ITI/Arki/Estb/2025/-2287

Date : 11/02/2025

To

The Director,
Technical Education,
Vocational & Industrial Training,
H.P., Sundernagar, District Mandi-175018

Subject: Regarding Judgement of hon'ble Supreme Court of India on implementation of Suo-Moto disclosure under section 4 of RTI Act 2005.

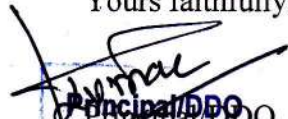
Sir,

Please refer to the letter received from Director, Technical Education, Vocational & Industrial Training, Sundernagar, Distt. Mandi (HP) vide letter no. STV(TE)H-G(1)22-RTI/2009-Misc-28273-275/5096-5200 dated 07-02-2025, on the subject cited above.

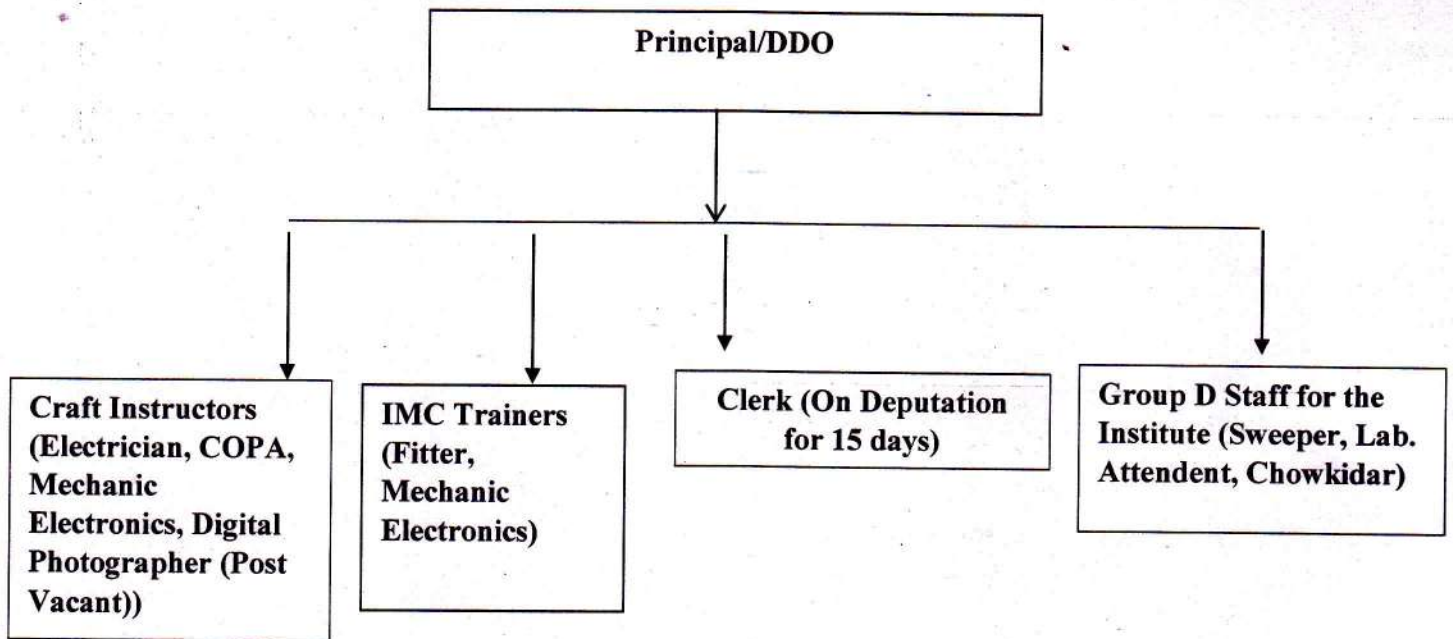
In this regard, the required information pertaining to this institute is enclosed herewith in the prescribed format. The above is submitted for your kind information & further necessary action please.

Encl. : As above.

Yours faithfully,


Principal/DO,
Govt. Industrial Training Institute,
Arki, District Solan (H.P.) 173208

Organization Chart of Govt. ITI Arki



[Signature]
Principal/DDO,
Govt. ITI Arki, Distt. Solan H.P.
Govt. Industrial Training Institute
Arki, District Solan (H.P.)-173208

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 itiarki.edu.in

1.2 Public Private Partnerships

Govt. ITI Arki 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 Arki
Establishment and Address	2007, Govt. ITI Arki, Ward -02 , Tehsil Arki, District Solan, HP-173208 E-mail:- itiarki@yahoo.com
Contact No.	01796-220101
Web Site	itiarki.edu.in
Code allotted by the DGT	GR02000060

Sr. No.	Section	Function	Duties
1	Office of the Principal Govt. ITI,Arki.	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to Govt. ITI Arki.	<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.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.

			<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	Mechanic Electronics Trade	To impart knowledge & skill to the trainees of Mechanic Electronics trade.	Teaching, conducting examination, conducting evaluation, industrial visits & OJT.
4	Computer Operator & Programming Assistant Trade	To impart knowledge & skill to the trainees of COPA trade.	Teaching, conducting examination, conducting evaluation, industrial visits & OJT.
5.	Fitter Trade	To impart knowledge & skill to the trainees of Fitter trade.	Teaching, conducting examination, conducting evaluation, industrial visits & OJT.
6.	Digital Photographer Trade	To impart knowledge & skill to the trainees of Digital Photographer trade.	Teaching, conducting examination, conducting evaluation, industrial visits & OJT.
7.	Workshop	Imparting Skill training to trainees	Workshop
8.	IT Lab	To teach related to Computer	IT Lab
9.	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. Ajay Kumar
Designation	Group Instructor/DDO
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.
	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	Instructor The Instructors will be responsible for <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	JOA IT (Junior Office Assistant, IT) on Deputation for 15 Days
Duties	<p>(1) Sh. Subhash Garg, JOA-IT performs the duties assigned by the head of the institute i.e.</p> <p>(i) To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Accounts,</p> <p>(iii) To manage/deal with seat of Cash etc.</p> <p>(iv) To deal with seat of training.</p> <p>(v) To deal with seat of Diary & Dispatch etc</p> <p>(vi) The duties assigned by the head of the institute</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 :

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	Trainees Result	
11	Duty attendance	
12	RTI File	
13	Vidhan Sabha Question File	
14	Files related to budget, correspondence	
15	Files & documents related to building, Academic, Examination DET	
16	Files related to Procurement/ Tender/ Stock Register such as Permanent Stock Register, Raw material Register, Indent Book, work order, Store return book	

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 Arki	Act As
1	Er. Vinod Panwar	Chairman
2	Sh. Ajay Thakur (Principal/DDO Govt. ITI Arki)	Member Secretary cum Principal
3	Sh. Narender Thakur	Member
4	Sh. Sumit Sharma	Member
5	Sh. Deepak Gupta.	Member
6	Sh. Dharampal Gautam	Member
7.	District Employment Officer Solan, District Solan (H.P)/Representative	Member
8.	Representative of State Directorate (Officer dealing with Vocational & Industrial Training) Sundernagar, District Mandi (H.P)	Member
9.	Sr. Academician, Principal, Government Senior Secondary School (Boys) Arki, District Solan (H. P)	Member
10.	Group Instructor, Govt. Industrial Training Institute Arki, District Solan(H.P)	Member
11.	Sh. Jitender Sharma, Student Representative (Trainee Electrician 2nd Year) Govt. Industrial Institute Arki, District Solan (H.P)	Member

2. Hostel Management Committee. :- Not Applicable

3. Anti-ragging Committee.

Sr. No.	Officials of ITI Arki	Act As
1	Sh. Ajay Kumar (Group Instructor)	Nodal officer
2	Smt. Swarna Devi (Instructor Mechanic Electronics)	Member
3	Sh. Bhavana Gupta (Instructor Electrician)	Member
4	Sh. Shishu Pal Sharma (Instructor Electrician)	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	Sh. Ajay Kumar (Principi/DDO)	Nodal Officer
2	Smt. Swarna Devi (Instructor Mechanic Electronics)	Member
3	Sh. Bhavana Gupta (Instructor Electrician)	Member
4	Sh. Shishu Pal Sharma (Instructor Electrician)	

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Smt. Swarna Devi, Instructor Electronics Mechanic	Member
2	Smt. Bhavna Gupta, Instructor Electrician	Member
3	Sh. Saurabh Sharma, Instructor COPA	Member
4	Sh. Shishu Pal Sharma, Instructor Electrician	Member

5	Miss Bharti, Trainee Electrician Trade	Student Representative/Member
6	Sh. Sachin Dhiman, Trainee Electronics Mechanic Trade	Student Representative/Member
7	Miss Nikita, Trainee Electrician Trade	Student Representative/Member
8	Sh. Pravesh, Trainee Electronics Mechanic Trade	Student Representative/Member

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Arki	Act As
1	Sh. Shishu Pal, Instructor Electrician.	Purchase officer/ Store Keeper
2	Sh. Neeraj Kumar, Trainer Electronics Mechanic.	Member
3	Sh. Arvind Kumar, Trainer Fitter.	Member

11. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	Sh. Ajay Kumar	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	Smt. Bhavana Gupta	Instructor Electrician	BLO Help Desk

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Ajay Kumar	Group Instructor
2	Smt. Swarna Devi	Instructor Electronics Mechanic
3	Sh.Saurabh Sharma	Instructor COPA
4	Smt. Bhavna Gupta	Instructor Electrician
5	Sh. Shishu Pal Sharma	Instructor Electrician
6	Smt. Neelam Kumari	Sweeper
7	Smt. Anita Kumari	Lab. Attendant

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. Ajay Kumar	Group Instructor/DDO	01796-220101	itiarki@yahoo.com
2	Smt. Swarna Devi	Instructor Mechanic Electronics	-do-	-do-
3	Smt. Bhavana Gupta	Instructor (Electrician)	-do-	-do-
4	Sh. Saurabh Sharma	Instructor (COPA)	-do-	-do-
5	Sh. Shishu Pal Sharma	Instructor (Electrician)	-do-	-do-
6	Sh. Neeraj Kumar	Trainer Mechanic Electronics	-do-	-do-
7	Sh. Arvind Kumar	Trainer Fitter	-do-	-do-
8	Sh Balak Ram	Chowkidar	-do-	-do-
9	Smt. Neelam Kumari	Sweeper	-do-	-do-
10	Smt. Anita Kumar	Lab Attendent	-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. Ajay Kumar	Principal/DDO	Level-14, Cell 24
2	Smt. Swarna Devi	Instructor (Electrician)	Level-11, Cell 11
3	Smt. Bhavana Gupta	Instructor (Electrician)	Level-11, Cell -04
4	Sh. Saurabh Sharma	Instructor COPA	Level-11, Cell -04
5	Sh. Shishu Pal Sharma	Instructor (Electrician)	Level-11, Cell -03
6	Sh Balak Ram	Chowkidar	Level 1, Cell 4
7	Smt. Neelam Kumari	Safai Karamchari	Level 1, Cell 4
8	Smt. Anita Kumar	Lab Attendent	Level 1, Cell 4
9	Sh. Neeraj Kumar	IMC Trainer	Fixed (16,215)
10	Sh. Arvind Kumar	IMC Trainer	Fixed (16,215)

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	445058.00
2	03 Travel Expense	0.00
3	05 Office Expense	0.00
4	06 Medical Reimbursement	0.00
5	07 RENT, RATES & TAXES	29389.00
6	31 Machinery & Equipment's	10000.00
7	33 Material & Supplies	2282.00

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 itiarki.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. Ajay Kumar	Public Information Officer	01796-220101	itiarki@yahoo.com

Section 4(1)(b)(xvii)
OTHER INFORMATION PRESCRIBED: -

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