



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.soashamshiiti.edu.in

1.2 Public Private Partnerships

State of Art Govt. ITI Shamshi 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 not received any Grant under any Centrally Sponsored Scheme like STRIVE or under 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	State of Art Govt. ITI Shamshi
Establishment and Address	2016, State of Art Govt. ITI Shamshi camp at Govt. ITI Shamshi (Grade-A), V.P.O. Shamshi, Tehsil Bhuntar District Kullu, Himachal Pradesh- 175126 E-mail:- shamshisartiti@gmail.com
Contact No.	01902-260692
Web Site	www.soashamshiiti.edu.in
Code allotted by the DGT	GR02000261

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



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			<p>maintain an extremely close supervision on the work of instructors and the progress of the classes.</p> <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	Food Production General trade	To impart knowledge & skill to the trainees of Food Production General trade.	Teaching, conducting examination, conducting evaluation, seminars.
3	Food & Beverages Service Assistant trade	To impart knowledge & skill to the trainees of Food & Beverages Service Assistant trade	Teaching, conducting examination, conducting evaluation, seminars.
5	Workshop	Imparting Skill training to trainees	Workshop
6	IT Lab	To teach related to Computer	IT Lab
7	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. Sunil Kumar
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/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.

Name	Sh. Yuv Raj
Designation	Group Instructor
Duties	Group Instructor ITI is responsible for the following: <ol style="list-style-type: none">1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently by personal close check and inspections.2. the tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.3. raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.4. safety precautions are observed in the workshop.5. sections function strictly according to the time schedule laid down and proper discipline maintained.

Designation	Instructor
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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	Superintendent Grade-II
Duties	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.

Designation	Junior Office Assistant/ Clerk GOVERNMENT OF HIMACHAL PRADESH
Duties	<p>(1) Smt. Rubiya Kumari performs the duties assigned by the head of the institute i.e. deals with seat of Establishment, SWP, Store etc. VPO Shamshi Tehsil Bhuntar Dist. Kullu (H.P.)</p> <p>(2) Sh. Chandan Sharma, JOA (IT) performs the duties assigned by the head of the institute i.e. deals with seat of Training, Cash, Accounts etc.</p> <p>(3) Smt. Sandhya Thakur JOA (IT) performs the duties assigned by the head of the institute i.e. deals with seat of Diary & Despatch etc.</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	Demand Book	
11	Placement Record	
12	Trainees Result	
13	Vehicle logbook (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.
Not Applicable.
2. Hostel Management Committee.
Not Applicable.
3. Anti-ragging Committee.

Sr. No.	Officials of ITI Shamshi	Act As
1.	Sh. Sunil Kumar	Principal-Chairman
2.	Sh. Yuv Raj	Group Instructor-Member Secretary
3.	Smt. Suman Bodh	Group Instructor-Member
4.	Sh. Mehar Chand	Supdt. Gr.-II-Member
5.	Sh. Vipin Chandel	Hostl Supdt. Cum PTI-Member
6.	Smt. Anju Kumari	Pharmacist-Member
7.	Sh. Atul Singh	Instructor-Member
8.	Sh. Vishal Thakur	Instructor-Member
9.	Smt. Kaushlya Thakur	Instructor-Member

4. Quarters Allotment Committee.
Not Applicable.
5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As
1.	Sh. Sunil Kumar	Principal-Chairman
2.	Sh. Yuv Raj	Group Instructor
3.	Smt. Suman Bodh	Group Instructor-Member
4.	Sh. Mehar Chand	Supdt. Gr.-II-Member
5.	Sh. Vipin Chandel	Hostl Supdt. Cum PTI-Member
6.	Smt. Anju Kumari	Pharmacist -Member
7.	Sh. Atul Singh	Instructor-Member
8.	Sh. Vishal Thakur	Instructor-Member
9.	Smt. Kaushlya Thakur	Instructor-Member
10.	S.I./SHO Bhunter	S.I./SHO Bhunter-Member
11.	Deputy Commissioner, Kullu	Deputy Commissioner, Kullu-Member
12.	Supdt. Of Police, Kullu	Supdt. Of Police, Kullu-Member
13.	S.D.M. Kullu	S.D.M. Kullu-Member
14.	S.H.O. Kullu	S.H.O. Kullu-Member

6. Student Welfare Fund Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Sunil Kumar	Principal - Chiarman
2	Sh. Yuv Raj	Group Instructor – Member Secretary
3	Smt. Suman Bodh	Group Instructor - Member
4	Sh. Kaplesh Thakur	Instructor- Member



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5	Sh. Chandan Sharma	JOA (IT)- Cashier
6	Sh. Sujal	Trainee – Food Production Trade

7. Purchase committee of the institute :

Sr. No.	Officials of ITI Shamshi	Act As
1	Sh. Sunil Kumar	Principal-Chairman
2	Sh. Yuv Raj	Group Instructor-Member Secretary
3	Smt. Suman Bodh	Group Instructor-Member
4	Sh. Mehar Chand	Supdt. Gr.-II-Member
5	Sh. Vishal Thakur	Instructor- Member
6	Sh. Premjeet	Clerk- Storekeeper
7	Concerned Instructor/Trainer	Member

11. Physical Verification committee:

Sr. No.	Employee & designation	Act As
1	Sh. Sunil Kumar	Principal (Sr.-Scale)- Chairman
2	Sh. Yuv Raj	Group Instructor – Member Secretary
3	Smt. Suman Bodh	Group Instructor - Member
4	Sh. Mehar Chand	Supdt. Gr.-II- Member
5	Sh. Vishal Thakur	Instructor-Member

12. Electrol Literacy Club (ELC) :

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
1	Sh. Sunil Kumar	Principal	Chairman
2	Sh. Yuv Raj	Group Instructor	Member Secretary
3	Smt. Suman Bodh	Group Instructor	Member
4	Sh. Mehar Chand	Supdt. Gr.-II	Member
5	Sh. Vishal Thakur	Instructor	Member
6	Sh. Pawan Kumar	Instructor	Member

13. Admission Committee.

Sr. No.	Name of Committee members	Designation
1	Sh. Yuv Raj	Group Instructor-Document Verification Committee
2	Smt. Suman Bodh	Group Instructor-Document Verification Committee



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3	Sh. Mehar Chand	Superintendent Gr-Document Verification Committee
4	Sh. Vipin Chandel	Hostel Supdt. Cum PTI-Document Verification Committee
5	Sh. Neelam Sharma	Instructor-Document Verification Committee
6	Sh. Vishal Thakur	Instructor-Document Verification Committee
7	Sh. Chand Kishore	Instructor-Document Verification Committee
8	Sh. Ishan Thakur	Instructor-Document Verification Committee
9	Sh. Rakesh Kumar	Sr. Assistant-SWF Fee Collection
10	Smt. Manju Thakur	Sr. Assistant-Trainee record updation
11.	Sh. Premjeet	Clerk-T&P fund
12.	Sh. Ridhi Singh	Clerk-To assist Sh. Yograj
13.	Sh. Chandan Sharma	JOA(IT)-Upload/update trainees on Portal and
14.	Smt. Babli Thakur	DEO -To assist Smt. Manju Thakur
15.	Ms.Nitisha Thakur	Apprentice-To assist Sh. Rakesh Kumar

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. Sunil Kumar	Principal	9736627361	skayush2002@gmail.com
2	Sh. Kaplesh Thakur	Instructor	8219108376	kplthakur027@gmail.com
3	Sh. Ravinder Kumar	Instructor	9816208173	ravinderguleria85@gmail.com
4	Smt. Rubiya Thakur	JOA (IT)	7018548177	thakurruby13@gmail.com
5	Sh. Chandan Sharma	JOA (IT)	7018320842	chandansharma70183@gmail.com
6	Smt. Sandhya Thakur	JOA (IT)	8219798907	sandhyathakur48@gmail.com



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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.	Object Code Description	Amount allocated
1	01 SALARIES 27-2230-03-003-05-S00N-01-N-V	3000000.00
2	02 WAGES 27-2230-03-003-05-S00N-02-N-V	105875.00
3	03 TRAVEL EXPENSES 27-2230-03-003-05-S00N-03-N-V	451.00
4	05 OFFICE EXPENSES 27-2230-03-003-05-S00N-05-N-V	60000.00
5	06 MEDICAL REIMBURSEMENT 27-2230-03-003-05-S00N-06-N-V	0.00
6	30 MOTOR VEHICLES (OUTSOURCED VEHICLES/POL/Repairs) 27-2230-03-003-05-S00N-30-N-V	0.00
7	33 MATERIAL AND SUPPLY 27-2230-03-003-05-S00N-33-N-V	10000.00

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

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



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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.itishamshi.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.	Sh. Sunil Kumar	Principal Cum Public Information Officer	01902-260692	shamshisartiti@gmail.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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