

## ANNEXURE-1

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(i) OF RIGHT TO INFORMATION ACT 2005**

(The Particulars of the organization, function and duties)

<i><b>Sr no</b></i>	<i><b>Name of the organization /department board/corporation /institution</b></i>	<i><b>Function and duties (in brief)</b></i>
1.	Industrial training Institute, Chandigarh	To provide the Technical Training to the students after passing their 8 <sup>th</sup> , 10 <sup>th</sup> & 12 <sup>th</sup> standard exam and provide skilled worker to the Industry

Principal  
Industrial Training Institute  
Chandigarh

**ANNEXURE -2**  
**PUBLICATION OF INFORMATION OF REGARDING ITEMS SPECIFIED IN**  
**RULE 4(1)(B)(II) OF THE RIGHT OF INFORMATION ACT 2005**

(To power and duties of the officers and employees)

Name of the department /Board/Corporation/Institution/Office: Industrial Training Institute, Chandigarh

Sr no	Name of post	Power and duties (In brief)
1	Principal	Act as head of the Institution. Administrative , financial & others duties as head of office
2	Group Instructor	Guide and supervise the Instructional Staff
3	Instructor	To impart training to the trainees.
4	Superintendent	To guide and supervise the ministerial staff
5	Sr. Asstt.	To deal with the cases pertaining to the institution and its staff
6	Jr. Asstt/Clerk	To assist the office superintendent /Sr Asstt.
7	Hostel Superintendent cum PTI	To look after the Hostel affairs and to provide games facilities to the trainees
8	Librarian	Up keep to the library books and issue of books to the staff /trainees
9	Pharmacist	To help the doctor to provide medical aid to the students
10	Doctor	To provide medical aid to the students
11	Dresser	To help the Doctor/Pharmacist
12	Workshop Attendant	To help the instructor and the trainees to up keep of workshop clean and tools etc.
13	Store Attendant	To assist the store keeper for the up keep & issue of store
14	Mali	To maintain the campus/lawn of the institution
15	Peons	To help the Principal/Ministerial Staff/Group Instructors in their day to day official work
16	Chowkidar	Watch & Ward of the Institution
17	Sweeper	Cleanliness of the Institution
18	Gate Keeper	To assist the visitors and keep their record in the Register and Watch & Ward

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### **ANNEXURE-3**

#### **PUBLICATION OF THE INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(III) OF THE RIGHT TO INFORMATION ACT, 2005**

(Procedure followed in the decision making process, including channels of supervision and accountability)

Sr no	Name/ type of work	Level at which the case is intimated (Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (name of the post)
1	Office work	Sr. Asstt	Superintendent	Principal/Director, technical Education, U.T. Chandigarh/Home Secretary, Chandigarh Administration.
2	Related to training of the students	Instructor	Group Instructor	Principal/Director, technical Education, U.T. Chandigarh/Home Secretary, Chandigarh Administration.

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#### **ANNEXURE-4**

#### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)(iv) OF THE RIGHT OF INFORMATION ACT 2005.**

The norms set for the discharge of its functions)

Name of the department /Board /Corporation/Institution /office: Industrial Training  
Institute Chandigarh.

Sr no	Item of work	Norms set by the department (number of days taken for decision making)
1	Admission of the trainees	With in one month period

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**ANNEXURE -5**  
**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE**  
**4(I) (b)(v) OF THE RIGHT TO INFORMATION ACT, 2005**

(The rules, regulation, instructors manuals and records, held by it or under control or used  
by employees for discharging functions.)

Name of the Department /Board /Corporation/Institution /Office: Industrial Training  
Institute Chandigarh.

Sr no	Name of the Act	Name of the rules	Name of the manuals	Instructions (write circular no/ date	Any other Record/Documents
1		Pb Civil Service rules			
2		General Financial Rules			
3			Training Manual for training of trainees		

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## **ANNEXURE-6**

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (vi) OF THE RIGHT OF INFORMATION ACT, 2005**

(Statement of the categories of documents that are held or under control)

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr no	Category of documents
1	Service books of the staff members
2	Personnel files of the staff
3	ACRs of the staff
4	Cash book and vouchers
5	Store items documents
6	Trainees record viz Admission, Attendance , Certificate & Result etc.
7	Budget and its expenditure record
8	Other record pertaining to the Institute

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## ANNEXURE-7

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (vii) OF THE RIGHT OF INFORMATION ACT, 2005**

(The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof )

Name of the department/board/corporation/institute office : Industrial Training Institute Chandigarh.

Sr no	Details type of arrangements made
	-----Nil-----

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Chandigarh

## ANNEXURE-8

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (viii) OF THE RIGHT OF INFORMATION ACT, 2005**

(Statement of the boards, , councils, committees and other bodies)

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr no	Name of the Board (s)	Name of the councils (s)	Name of the committee (s)	Name of the bodies (s) constituted by the Deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minus of such meetings are accessible for public (Yes/No)
-----Nil-----						

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**ANNEXURE-9****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(I) (b) (viii) OF THE RIGHT OF INFORMATION ACT, 2005**

(Directory of the officers and employees)

Name of the department/board/corporation/institute office: Industrial Training Institute  
Chandigarh.

Srno	Name of employees	Designation	Telephone/mobile no
1	H.S Kalra	Principal	9814426300
2	R C Sharma	Group Instructor	9872874610
3	Rakesh Kumar	-do-	9855706733
4	R K Sharma	-do-	9417444414
5	Usha Rani	Instructor	9888624533
6	Bant singh	-do-	9872714427
7	Kulwinder Singh	-do-	9814136584
8	Arun Kumar	-do-	9417515265
9	Inderpreet Singh	-do-	9417121756
10	Naval Kishore Verma	-do-	9417761888
11	Bhupinder Kaur	-do-	9872079172
12	Desh Raj Sharma	-do-	9814695910
13	Surinder singh	-do-	9872887891
14	Shiv Charan	-do-	9888889655
15	Ramesh Chander	-do-	9888779126
16	Prubhjit Singh	-do-	9646003449
17	Chandi Parshad	-do-	9814411592
18	Varinder Singh	-do-	9417936819
19	Rekha Dewan	-do-	9855533407
20	Bindu Bala	-do-	9872204365
21	Ajaib Singh	-do-	9417595228
22	Daljit singh	-do-	9417162216
23	Suman Gupta	-do-	9216302847
24	Rajinder Kumar	-do-	9988530025
25	Parminder Pal Singh	-do-	9417150994
26	Ashwani Kr Nanda	-do-	9876060819
27	Subhash Chand	-do-	9872347087
28	Sanjeev	-do-	9417377589
29	Rajesh Kaushal	-do-	9463049821
30	Ram Kumar	-do-	9417595227
31	Parveen Sharma	-do-	9988062296
32	Meera Sharma	-do-	9888832244
33	Shiv Kumar	-do-	9464286720
34	Amarjit Singh	-do-	9855004546
35	Jagdish Singh	-do-	9465228790
36	Pankaj	-do-	9501488995
37	Jorawar Singh	-do-	9780028921

38	Mukesh	-do-	9888538668
39	Kulwinder Singh	-do-	2266347,9855619888
40	Sunil Kumar	-do-	09878519625,01712828061
41	Rakesh Kumar	-do-	9888871940
42	Charanjit Singh	-do-	9814855352
43	Baljit Singh	Hostel Supdt	9417317336
44	Neelam Jolly	Librarian	9888486388
45	K P Khanna	Part time doctor	-
46	Renu Aggarwal	Pharmacist	2712309
47	Saryug Sahu	Sr Asstt	9780306038
48	Varinderjit Singh	-do-	9646131520
49	Krishan Pal	Jr Asstt	9888967300
50	Manjit Kaur	-do-	2702017
51	Harmesh Kumar	-do-	9888613340
52	Jaswinder Kaur	Clerk	9463147327
53	Lakhwinder Singh	-do-	9815998864
54	Madhu	-do-	-
55	Balwinder Kumari	-do-	9888712837
56	Virender Pal Sharma	-do-	9417638829
57	Naresh Kumar	Work Shop Attendant	9417216147
58	Neel Kamal	-do-	9417248205
59	Husan Lal	-do-	9463224772
60	Gurnam Singh	-do-	9467473661
61	Sunil Kumar	-do-	-
62	Ashwani Kumar	-do-	9467030508
63	Harbans Kaur	-do-	-
64	Kuldeep Kumar	-do-	-
65	Rup Lal	-do-	-
66	Jagjit Singh	Dresser	9463882081
67	Ram Kewal	Mali	9417925673
68	Devinder Singh	Store Attendant	9463633565
69	Avpreet Singh	-do-	2609430
70	Sohan Bir	Sweeper	9356725331
71	Satya Devi	-do-	-
72	Roop Chand	-do-	9356285767
73	Sat Pal	-do-	-
74	Laxman Singh	chowkidar	9023403291

Principal  
Industrial Training Institute  
Chandigarh

**ANNEXURE-10`****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(I) (b) (viii) OF THE RIGHT OF INFORMATION ACT, 2005**

Monthly remuneration received by the officers and employees

Name of the department/board/corporation/institute office: Industrial Training Institute  
Chandigarh.

Sr no	Name of employees	Designation	Monthly Emoluments
1.	H S Kalra	Principal	42997
2.	R C Sharma	Group Instructor	44253
3.	Rakesh Kumar	-do-	35401
4.	R K Sharma	-do-	38407
5.	Usha Rani	Instructor	39122
6.	Bant singh	-do-	37975
7.	Kulwinder Singh	-do-	33250
8.	Arun Kumar	-do-	38084
9.	Inderpreet Singh	-do-	38084
10.	Naval Kishore Verma	-do-	33250
11.	Bhupinder Kaur	-do-	38068
12.	Desh Raj Sharma	-do-	31090
13.	Surinder singh	-do-	35929
14.	Shiv Charan	-do-	25929
15.	Ramesh Chander	-do-	36193
16.	Prubhjot singh	-do-	35929
17.	Chandi Parshad	-do-	35185
18.	Varinder Singh	-do-	35185
19.	Rekha Dewan	-do-	34178
20.	Bindu Bala	-do-	34581
21.	Ajaib Singh	-do-	34581
22.	Daljit singh	-do-	34581
23.	Suman Gupta	-do-	33589
24.	Rajinder Kumar	-do-	30199
25.	Parminder Pal Singh	-do-	32814
26.	Ashwani Kumar Nanda	-do-	33062
27.	Subhash Chand	-do-	28876
28.	Sanjeev	-do-	27782
29.	Rajesh Kaushal	-do-	31806
30.	Ram Kumar	-do-	30923
31.	Parveen Sharma	-do-	27188
32.	Meera sharma	-do-	30225
33.	Shiv Kumar	-do-	28892
34.	Amarjit Singh	-do-	28892
35.	Jagdish Singh	-do-	28892
36.	Pankaj	-do-	29016
37.	Jorawar Singh	-do-	29016

38.	Mukesh	-do-	26102
39.	Kulwinder Singh	-do-	26102
40.	Sunil Kumar	-do-	24630
41.	Rakesh Kumar	-do-	24630
42.	Charanjit Singh	-do-	23235
43.	Baljit Singh	Hostel Supdt	32494
44.	Neelam Jolly	Librarian	33403
45.	K P Khanna	Part time doctor	200
46.	Renu Aggarwal	Pharmacist	36534
47.	Saryug Sahu	Sr Asstt	31796
48.	Varinderjit Singh	-do-	24749
49.	Krishan Pal	Jr Asstt	24723
50.	Manjit Kaur	-do-	22692
51.	Harmesh Kumar	-do-	20903
52.	Jaswinder Kaur	Clerk	14120
53.	Lakhwinder Singh	-do-	15624
54.	Madhu	-do-	14550
55.	Balwinder Kumari	-do-	13589
56.	Virender Pal Sharma	-do-	12706
57.	Naresh Kumar	WSA	19287
58.	Neel Kamal	-do-	12356
59.	Husan Lal	-do-	15548
60.	Gurnam Singh	-do-	11881
61.	Sunil Kumar	-do-	10439
62.	Ashwani Kumar	-do-	10155
63.	Harbans Kaur	Peon	17006
64.	Kuldeep Kumar	-do-	14063
65.	Rup Lal	-do-	15554
66.	Jagjit Singh	Dresser	16682
67.	Ram Kewal	Mali	17744
68.	Devinder singh	SA	11230
69.	Avpreet Singh	-do-	10315
70.	Sohan Bir	Sweeper	15249
71.	Satya Devi	-do-	19418
72.	Roop Chand	-do-	15764
73.	Sat Pal	-do-	17119
74.	Laxman Singh	chowkidar	14845

Principal  
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Chandigarh

## ANNEXURE-11

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (viii) OF THE RIGHT OF INFORMATION ACT, 2005**

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr.no.	Head /item of the budget	Proposed expenditure during the year 2010-11	Disbursement made upto 15.9.10
1	NON PLAN Salary	24029000	12822022
2	Medical	50000	15185
3	Domestic Travel Expenses	30000	4544
4	Office Expenses	800000	190216
5	Publication	100000	90183
6	Material & Supply	700000	104288
7	Advt. & Publicity	200000	74706
8	Minor works	5000	2545
9	Professional Services	10000	---
10	Scholarship/Stipend	550000	291002
11	Other charges	130000	26863
	Total	26604000	13621554
	PLAN Supply & Material	600000	2704

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Chandigarh

## ANNEXURE-12

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (viii) OF THE RIGHT OF INFORMATION ACT, 2005**

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made

Name of the department/board/corporation/institute office : Industrial Training Institute Chandigarh.

Sr.no.	Scheme under subsidy given	Manner of execution of subsidy programme	Details of beneficiaries
1	-	-	-

Principal  
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Chandigarh

**ANNEXURE -13**  
**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE**  
**4(I) (b) (Xi) OF THE RIGHT OF INFORMATION ACT, 2005**

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr.no.	Concessions /permit Authorization grant	Name of recipient	Address of the recipient
	-	-	-

Principal  
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**ANNEXURE -14**  
**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE**  
**4(I) (b) (XIV ) OF THE RIGHT OF INFORMATION ACT, 2005**

(details in respect of the information , available, reduced in an electronic form)

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr.no.	Type of information
-----Nil-----	

Principal  
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**ANNEXURE -15**  
**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE**  
**4(I) (b) (XV ) OF THE RIGHT OF INFORMATION ACT, 2005**

Particulars of facilities available to citizens for obtaining information )

Name of the department/board/corporation/institute office: Industrial Training Institute  
Chandigarh.

Sr.no.	Facilities available	Remarks (No of days in a week/timings etc.
	Information regarding courses running at ITI Chandigarh	Monday to Friday except gazetted holidays 9.00 AM to 5.20 PM

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## ANNEXURE -16

### **PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(I) (b) (Xvi ) OF THE RIGHT OF INFORMATION ACT, 2005**

Name designations and other particulars of the public information officers

Name of the department/board/corporation/institute office : Industrial Training Institute  
Chandigarh.

Sr no	Name of the Central publication information officer	Designation	Telephone no (office residence)	Residential address	Assistant Central publication information officers	Telephone no office residence	Residential address
1.	Sh. H S Kalra	Principal	22679016 2267172	175 Ph-7 Mohali	-	-	-

Principal  
Industrial Training Institute  
Chandigarh