OFFICE OF THE PRINCIPAL
GOVT. INDUSTRIAL TRAINING INSTITUTE SUNNI,
DISTRICT SHIMLA (H.P.)
Phone/Email- 0177-2786949/ principalsunniiti@gmail.com

No. ITI Sunni/Estt./RTI Act 2005/2024- 771 Dated : 10-02-2025

To

The Director
Technical Education,
Vocational & Industrial Training
Himachal Pradesh, Sundernagar,
Distt. Mandi (H.P.) -175018

Subject:- **Regarding judgement of Hon'ble Supreme Court of India on Implementation of Suo-Moto disclosure under section 4 of the RTI Act-2005.**

Sir,

Please refer to Directorate of Technical Education, Vocational & Industrial Training Himachal Pradesh, Sundernagar letter No. STV(TE)H-G(1)22-RTI/2009-Misc-28273-275-5096-5200 dated 07-02-2025 as received through e-mail on dated 07 February 2025 on the subject cited above.

In this regard, the subject information i.e. judgement of Hon'ble Supreme Court of India on Implementation of Suo-Moto disclosure under section 4 of the RTI Act-2005 pertaining to this institute as asked for vide Directorate of Technical Education, Vocational & Industrial Training Himachal Pradesh, Sundernagar letter under reference is submitted herewith as per the prescribed performa along with undertaking for your kind information and further necessary action please.

Yours faithfully

Encls: As above.

(Gulab Singh Thakur)
Principal cum PIO
Govt. Industrial Training Institute
Sunni, Distt. Shimla (H.P.)

Performa

Name of the Institute : Govt. Industrial Training Institute Sunni, Distt. Shimla H.P.

Disclosure under Section 4(I) (b) of Right to Information Act, 2005

Section 4(I)(b)(i)

The particulars of its organization, function and duties:-

Name of organization	Technical Education Department
Establishment and Address	The Principal, Govt. Industrial Training Institute Sunni, Distt. Shimla H.P. Govt. Industrial Training Institute Sunni, Tehsil Sunni, Distt. Shimla H.P.-171301
Contact No.	0177-2786949
Web Site	https://itisunni.edu.in/
Code allotted by the DGT	GR02000272

Sr. No.	Section	Function	Duties
1.	Office of the Principal Govt. ITI Sunni	The principal of an Industrial Training Institute (ITI) is responsible for the day-to-day operations of the institute. They are also responsible for the institute's long-term direction. Responsibilities Leadership: Provide leadership to staff and students, and create a supportive environment Academic programs: Develop and implement academic programs that meet the needs of the industry Compliance: Ensure the institute complies with regulations and statutory provisions Infrastructure: Manage the institute's infrastructure and handle funds Student concerns: Address student concerns and ensure their employability Staff supervision: Supervise staff and ensure they are working efficiently Policy adherence: Ensure the institute adheres to approved policies and procedures Industry relations: Develop and maintain relationships with	The principal of an Industrial Training Institute (ITI) is responsible for the smooth running of the institution. Their duties include: Managing staff: Overseeing the staff, including teachers and support personnel Managing infrastructure: Ensuring the institution's infrastructure is well-maintained Handling funds: Managing the institution's finances Addressing student concerns: Listening to and addressing student concerns Ensuring quality training: Ensuring that the training provided at the ITI is high quality and in line with industry demands Reducing unemployment: Helping to reduce unemployment by providing students with employable training Leading strategic development: Leading the strategic development of the ITI

		industry to create opportunities for students Training quality: Develop strategies to improve the quality of training Institutional development: Develop and implement strategic growth plans for the institute	Representing the ITI: Working with academic units to represent the ITI to external stakeholders Providing strong, effective & dynamic leadership and fair administration to create a harmonious and supportive environment among faculty, academic staff, researchers and students. premises of the institute and act in accordance with the AICTE guidelines.
2.	Electrician Trade	An electrician trade in ITI primarily involves installing, maintaining, and repairing electrical wiring, equipment, and fixtures in buildings, factories, and other structures, including tasks like reading blueprints, interpreting wiring diagrams, connecting electrical components, troubleshooting faults, and ensuring electrical systems function safely and efficiently according to building codes and regulations; essentially, they are responsible for the complete electrical installation process from planning to execution and maintenance.	Key duties of an ITI electrician include: Installation: Installing electrical wiring, conduits, and cables according to blueprints and specifications. Positioning and installing electrical components like switches, outlets, circuit breakers, and fixtures. Connecting wiring to power sources and ensuring proper grounding. Maintenance: Regularly inspecting electrical systems for potential hazards and defects Replacing worn or damaged electrical components Performing preventative maintenance tasks like cleaning and tightening connections Repair: Diagnosing electrical faults using testing equipment like voltmeters and ohmmeters Locating and repairing faulty wiring, circuit breakers, and other electrical components Troubleshooting electrical issues and identifying root causes Safety Compliance: Adhering to electrical safety codes and regulations

			Using appropriate safety gear like gloves, goggles, and insulated tools Following proper procedures for working with live electrical circuits Documentation: Maintaining records of work performed, including materials used and details of repairs Specific skills an ITI electrician should possess: Ability to read and interpret electrical diagrams and blueprints Knowledge of electrical theory and calculations Proficiency with hand tools and power tools used in electrical work Understanding of different types of electrical wiring and components Basic knowledge of building codes and regulations related to electrical installations
3.	Plumber Trade	Plumbers at ITIs (Industrial Training Institutes) install, maintain, and repair plumbing systems. They also lay out pipes, assemble fixtures, and ensure that systems are safe and functional. Remarks:- This trade is not running in this institute.	Plumbers in ITIs learn to install, repair, and maintain plumbing systems and fixtures. They also learn to work with pipes, fittings, and drainage systems. Duties Installation: Lay out, assemble, and install plumbing systems, including pipes, fixtures, and fittings Maintenance: Repair and maintain plumbing systems, including pipes, fixtures, and fittings Repair: Repair broken parts, leaky faucets, burst pipes, and clogged drains Preventive maintenance: Perform preventive maintenance on plumbing and mechanical equipment Pipe work: Cut, bend, thread, and join pipes using hand

			and power tools Marking: Mark locations for pipes, fixtures, and passage holes in walls and floors Caulking: Caulk joints to make them tight and test for leaks Safety: Observe safety aspects such as OSH&E, PPE, fire extinguisher, and first aid Training Practical training Learn basic fitting skills such as marking, sawing, chipping, filing, measurement, soldering, brazing, drilling, and grinding Theory Learn trade theory and practical, workshop calculation science, engineering drawing, and employability skills.
4.	Fashion Design & Technology Trade	The Fashion Design & Technology (FDT) trade at Industrial Training Institutes (ITIs) teaches students the creative and technical skills needed to work in the fashion industry. What students learn Design principles: Students learn how to create sketches, develop ideas, and use design elements to create clothing Garment construction: Students learn how to construct garments using sewing machines, tools, and draping techniques Textile science: Students learn about fabrics and how to select them for different designs Fashion technology: Students learn how to use technology to bring their designs to life Sustainability practices: Students learn how to be environmentally conscious and reduce waste.	Fashion Design & Technology trade in ITI involves learning skills such as sketching, illustration, and trend analysis. These skills help you develop designs for commercial production. Duties Develop design briefs: Create briefs for fashion designs Conduct trend analysis: Research trends and forecast what will be popular in the future Create mood boards: Develop mood boards and color boards to help guide your design Develop tech packs: Create tech packs for each style of clothing Create prototypes: Work with other teams to create prototypes of your designs Evaluate samples: Test your designs by making sample garments Document samples: Record

			your findings from testing your designs Choose materials: Select materials for your designs, considering factors like quality, cost, and durability Use computer-aided design: Use a computer to visualize and modify your designs.
5.	Workshop	The objective of a Mechanical Workshop is to provide a practical environment for students, engineers, and technicians to acquire hands-on experience and develop skills in the fabrication, maintenance, and repair of mechanical components and systems.	The duties of a workshop in an ITI include cleaning, maintaining, and repairing equipment, as well as ensuring the safety of the workplace. Duties Cleaning: Cleaning and lubricating tools and machines Maintaining: Assisting with the maintenance and repairs of equipment Ordering supplies: Ordering supplies and spare parts Training: Training other staff members on how to use the equipment Ensuring safety: Ensuring the safety of the workplace Opening and closing: Opening and closing the shops or laboratories Security: Ensuring security Waste disposal: Disposing waste in designated areas Following instructions: Following the instructions of the workshop supervisor.
6.	IT Lab	The lab also helps to understand the basic terminology used in computer programming by using different data types in a computer program. Students can also design programs involving decision structures, loops and functions.	The duties of an IT lab in an ITI (Industrial Training Institute) include: Providing technical assistance: Helping students and staff with computer issues, software, and hardware Maintaining the lab: Ensuring the lab is clean, safe, and secure, and performing routine maintenance Enforcing rules: Making sure users follow the rules for

			using the lab, and preventing food and drinks near computers Monitoring for security: Keeping an eye out for malware and other dangerous programs, and reporting any issues Providing training: Teaching users how to use the equipment and software, and providing reference materials Keeping records: Maintaining records of maintenance, supplies, and activities in the lab Troubleshooting: Diagnosing and fixing basic computer problems, or referring them to the help desk Ordering supplies: Keeping track of supplies and ordering more when needed
7.	Library	A library in an Industrial Training Institute (ITI) primarily functions to provide access to technical and vocational literature to students and staff, supporting their training by offering books, manuals, journals, and other relevant materials related to their chosen trade, facilitating self-study, research, and skill development, while also aiding in keeping them updated with industry advancements. Key functions of an ITI library: Curating relevant collection: Maintaining a comprehensive collection of books, manuals, technical journals, industry standards, and other publications specifically tailored to the various trades offered at the ITI. Information access: Providing easy access to information through organized shelving, cataloguing systems, and reference services to help users locate relevant materials efficiently.	A library in an ITI (Industrial Training Institute) has many duties, including: Maintaining materials Libraries keep track of and maintain their materials, including books, journals, and multimedia. They also ensure that materials are preserved, especially rare or fragile materials. Research Libraries provide access to resources that help people learn, conduct research, and develop their intellect. Providing guidance Library staff help people find information and provide guidance on how to use the library's resources. Managing inventory Librarians keep track of the library's inventory, which includes books, subscriptions, and other materials. They may also purchase new materials. Planning acquisitions

		Supporting curriculum: Aligning library resources with the ITI's training curriculum to ensure students have access to materials directly related to their course content. Reference assistance: Offering guidance and assistance to users in finding specific information, utilizing reference materials, and navigating complex technical concepts. Research support: Encouraging students to conduct research projects by providing access to relevant research materials and guiding them in the research process. Digital resources: Integrating digital libraries and online databases to provide access to current industry information, technical articles, and e-books. User education: Conducting workshops and training sessions to familiarize students with library resources, cataloging systems, and proper information retrieval techniques. Circulation services: Managing the borrowing and returning of library materials, ensuring timely availability to users. Collaboration with faculty: Working closely with ITI instructors to identify specific training needs and ensure the library collection adequately addresses them.	Libraries decide what materials to acquire and how to acquire them. Processing returns Library staff process returns and payments, and may also process materials for repair, binding, or replacement. Performing office support tasks Library staff may answer phones, operate photocopiers, and perform other office support tasks.

Section 4(I)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Sh. Gulab Singh Thakur (Post vacant at present in this institute. Work of Principal is being looked after by the Principal, Govt. ITI Mashobra as an additional charge).
Designation	Principal
Powers	In an Industrial Training Institute (ITI), a principal holds the power to oversee all aspects of the institution's operations, including academic curriculum, staff management, student discipline, infrastructure maintenance, financial management, and ensuring the smooth delivery of vocational training, essentially acting as the head administrator responsible for the overall functioning of the ITI.
Duties	The principal of an ITI (Industrial Training Institute) is responsible for managing the institute's operations, developing training programs, and overseeing student and faculty performance. Duties Manage operations: The principal is responsible for the day-to-day operations of the ITI. Develop training programs: The principal facilitates training and development programs for the faculty and students. Oversee performance: The principal monitors the performance of the faculty and the outcomes of the students. Provide leadership: The principal provides leadership, direction, and coordination within the ITI. Promote improvement: The principal works to improve teaching and learning within the ITI.
Name	Post vacant at present in this institute.
Designation	Group Instructor
Duties	A group instructor at an Industrial Training Institute (ITI) is responsible for training students in a trade or skill. They also ensure that students have access to the necessary raw materials and that training is conducted smoothly. Responsibilities Training: Provide instruction to students in a trade or skill Ensure training is smooth: Make sure students have access to the necessary raw materials Follow safety procedures: Ensure students are safe by following and enforcing safety procedures Maintain records: Keep records of student progress and other relevant information Prepare administrative paperwork: Prepare routine administrative paperwork
Designation	Instructor
Duties	An instructor in an Industrial Training Institute (ITI) is primarily responsible for delivering theoretical and practical training to students in a specific trade, following the prescribed curriculum, ensuring proper skill development, maintaining discipline in the classroom and lab, assessing student progress, and preparing them for industry-ready employment; their duties include lesson planning, conducting demonstrations, supervising hands-on practice, evaluating performance, and providing feedback to students. Key duties of an ITI Instructor:

	Curriculum Delivery: Teach the approved course curriculum according to the designated trade (e.g., electrician, plumber, mechanic). Develop detailed lesson plans and teaching materials aligned with the syllabus. Conduct theoretical lectures and practical demonstrations in the lab. Student Assessment and Evaluation: Monitor student progress through regular assessments like quizzes, tests, and practical evaluations. Provide constructive feedback to students to improve their skills. Grade assignments and maintain accurate student records. Practical Training and Supervision: Supervise students during hands-on practice in the workshop or lab. Ensure proper use of tools and equipment, adhering to safety guidelines. Guide students through troubleshooting and problem-solving techniques. Classroom Management: Maintain discipline and a positive learning environment in the classroom and lab. Address student concerns and provide individual support when needed. Encourage active participation and collaboration among students. Industry Linkage and Placement Support: Stay updated on industry trends and incorporate relevant knowledge into teaching. Facilitate industry visits and guest lectures to expose students to real-world applications. Assist in student placement activities by coordinating with potential employers. Professional Development: Attend workshops and training sessions to enhance teaching skills and stay current with industry advancements. Participate in faculty development programs to improve pedagogical practices. Important skills for an ITI Instructor: Strong technical knowledge in the relevant trade Effective communication and presentation skills Ability to create engaging learning experiences Problem-solving and critical thinking abilities Classroom management skills Passion for teaching and student development
Designation	Superintendent Grade-II (Post not created in this institute)
Duties	A Superintendent Grade-II in an ITI has duties such as supervising staff, ensuring records are up to date, and monitoring the movement of files. Duties Supervise staff: Manage the work of other staff members Monitor files: Keep track of the movement of files and correspondence between sections and higher authorities Maintain records: Ensure that all records, rules, and instructions are up to date Complete other tasks: Perform other tasks assigned by the branch officer or head of the department Responsibilities Submit cases: Submit cases to the Branch Officer or Section Officer Ensure compliance: Ensure that all staff are following the rules and instructions Maintain records: Ensure that all records are kept up to date and in order Complete other tasks: Perform other tasks assigned by the branch officer or head of the department.
Designation	Junior Office Assistant/ Clerk

Duties	A Junior Office Assistant/Clerk in an ITI (Industrial Training Institute) primarily handles clerical tasks like maintaining student records, filing documents, managing attendance, processing admission applications, handling correspondence, answering phone calls, updating office databases, and assisting with administrative duties as assigned by the institute authorities; essentially ensuring smooth day-to-day office operations related to student management and administrative tasks. Key responsibilities may include: Student Record Management: Maintaining student attendance records Filing student documents and applications Updating student details on the institute database Preparing course completion certificates Office Administration: Managing incoming and outgoing mail Answering phone calls and directing them to appropriate staff Scheduling appointments and meetings Maintaining office supplies inventory Data Entry and Reporting: Entering student data into the institute management system Generating reports on student progress, attendance, and course completion Preparing administrative reports as needed Communication and Coordination: Communicating with students regarding course details, fees, and important announcements Coordinating with different departments within the ITI regarding student information Assisting with faculty in administrative tasks related to their classes Important points to remember: Basic computer skills: Proficiency in basic office software like MS Word, Excel, and email is essential for managing student records and generating reports. Attention to detail: Accurate record-keeping and data entry are crucial for a Junior Office Assistant/Clerk. Organizational skills: Efficiently managing files, documents, and student information is key.

4(I)(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 (I) (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 DGT norms and DTE & HPTSB, Himachal Pradesh regulations.

Section 4 (I) (b) (v)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY ITOR 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 (I) (b) (vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-

Sl. No.	Category of the documents	Procedure to obtain the documents
1	2	3
1.	Bank Pass Books	All the categories of documents figures at Serial No. 1 to 13 are being regularly maintained / updated in this institute.
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	All the categories of documents/ Files/ registers figures at Serial No. 14 to 22 are being regularly maintained / updated in this institute.
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 (I) (b) (vii)

Details of consultative committees and other bodies State Fee Regulatory Committee (SFRC):-

Not applicable

Boards, Councils, Committees & Other Bodies constituted

1. Institute Management Committee. - IMC scheme is not running in this institute.
2. Hostel Management Committee. - Hostel facilities are not available in this institute.
3. Anti-ragging Committee - Constituted.

Sr. No.	Official of ITI	Act as
1.	Sh. Gulab Singh Thakur, Principal	Chairman
2.	Group Instructor	Member
3.	SHO Sunni	Member
4.	Sh. Kailash Chand, Instructor MMV	Member
5.	Sh. Sanjay Kumar, Instructor Electrician	Member
6.	Sh. Goverdhan Singh, Instructor Employability Skill	Member
7.	Sh. Om Prakash, Sr. Asstt.	Member
8.	Sh. Mohinder, Journalist	Member
9.	Sh. Bharat Singh, Parents	Member
10.	Mr. Rohit Kumar, Sr. Student	Member
11.	Ms. Ritika Sharma, Jr. Student	Member

4. Quarters Allotment Committee – Quarters not available in this institute.
5. Sexual Harassment Committee/Women Cell – Constituted.

Sr. No.	Official of ITI/ Others	Act as
1.	**Smt. Manju Devi, Trainer Fashion Design Technology**	Chairman
2.	**Smt. Bandna Devi, Trainer Draftsman (Civil) (Govt. I.T.I. Dargi, Distt. Shimla (H.P.)**	Member
3.	**Sh. Kailash Chand, Instructor MMV**	Member
4.	**Sh. Goverdhan Singh, Instructor Employability Skill**	Member
5.	**Smt. Ramavati, Head Constable (Police Station Sunni)**	Member
6.	**Sh. Pushkar Sharma (Social Worker Sunni)**	Member
7.	**Smt. Sunita Devi (Govt. ITI Sunni)**	Member

6. Student Welfare Committee – Constituted.

Sr. No.	Name of the Committee Members	Designation
1.	Sh. Kailash Chand	Instructor Mechanic Motor Vehicle
2.	Sh. Pradeep Kumar Verma	Instructor Mechanic Motor Vehicle
3.	Sh. Goverdhan Singh	Instructor Employability Skill
4.	Smt. Manju Devi	Trainer Fashion Design Technology
5.	Mr. Tarun Sharma	Trainee MMV-I
6.	Mr. Hukam Chand	Trainee Electrician-I
7.	Ms. Manisha Thakur	Trainee FDT-I
8.	Ms. Payal	Trainee Technician Mechatronics

7. Purchase Committee of the institute – Constituted.

Sr. No.	Official of ITI	Act as
1.	Group Instructor/ Sr. Faculty	Store Purchase Officer
2.	Kailash Chand, Instructor MMV	Member
3.	Sh. Pradeep Kumar, Instructor MMV	Member
4.	Sh. Sanjay Kumar, Instructor Electrician	Member
5.	Sh. Goverdhan Singh, Instructor Employability Skill	Member
6.	Smt. Manju Devi, Trainer Fashion Design Technology	Member
7.	Sh. Om Prakash, Sr. Asstt.	Member

11. Physical Verification Committee – Constituted.

Sr. No.	Employee & designation	Act as
1.	Group Instructor/ Sr. Faculty	Store Purchase Officer
2.	Kailash Chand, Instructor MMV	Member
3.	Sh. Pradeep Kumar, Instructor MMV	Member
4.	Sh. Sanjay Kumar, Instructor Electrician	Member
5.	Sh. Goverdhan Singh, Instructor Employability Skill	Member
6.	Smt. Manju Devi, Trainer Fashion Design Technology	Member
7.	Sh. Om Prakash, Sr. Asstt.	Member

12. Electrol Literacy Club (ELC) – Constituted.

Sr. No.	Name of the Committee Members	Designation/ Trade Name	Duty Assigned
1.	Kailash Chand	Instructor (MMV-I)	To literate the Trainees of MMV-I about election
2.	Sh. Pradeep Kumar	Instructor (MMV-II)	To literate the Trainees of MMV-II about election
3.	Sh. Sanjay Kumar,	Instructor Electrician (Electrician-I &II) & Technician Mechatronics	To literate the Trainees of Electrician-I &II & Technician Mechatronics about election
4.	Smt. Manju Devi	Trainer FDT-I & II	To literate the Trainees of FDT-I & II about election
5.	Sh. Goverdhan Singh, Instructor Employability Skill	Instructor Employability Skill	To literate the Staff / Official of this institute about election

13. Admission Committee – Constituted.

Sr. No.	Name of the Committee Members	Designation
1.	Sh. Kailash Chand	Instructor Mechanic Motor Vehicle
2.	Sh. Pradeep Kumar	Instructor Mechanic Motor Vehicle
3.	Sh. Sanjay Kumar,	Instructor Electrician
4.	Smt. Manju Devi	Trainer Fashion Design Technology
5.	Sh. Goverdhan Singh	Instructor Employability Skill
6.	Sh. Om Prakash	Senior Assistant

Section 4(I)(b)(ix)

Directory of Officers and employees:-

Sr. No.	Name of the Staff members (Sh./Smt.)	Designation	Office Ph. No.	Email
1.	Sh. Kailash Chand	Instructor Mechanic Motor Vehicle	94182-09963	kailashchauhan09@gmail.com
2.	Sh. Pradeep Kumar Verma	Instructor Mechanic Motor Vehicle	89880-73895	pv721012@gmail.com
3.	Sh. Sanjay Kumar	Instructor Electrician	70187-38236	sanjaybansalkutu@gmail.com
4.	Sh. Goverdhan Singh	Instructor Employability Skill	94593-66612	goverdhansverma@gmail.com

5.	Smt. Manju Devi	Trainer Fashion Design Technology	96254-64234	manjuthakur98@gmail.com
6.	Sh. Om Prakash	Senior Assistant	94182-11835	sharmaomprakash6933442@gmail.com
7.	Sh. Dimple Verma	Data Entry Operator	94598-80428	dimpleverma61193@gmail.com
8.	Smt. Mahima	Worksop Attendant	62018-47118	Not available
9.	Smt. Pooja Verma	Peon	78760-25360	pv22121998@gmail.com
10.	Smt. Priyanka Verma	Chowkidar	90150-34061	Priyankaverma377@gmail.com
11.	Smt. Sunita Devi	Sweeper	94186-65511	65511sunita@gmail.com

Section 4(I)(b)(x)

MONTHLY REMUNERATION RECEIVED BY EACH FOR ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:-

Sr. No.	Name of the Officer/ Official	Designation	Pay Scale (As per HP Civil Services Revised Pay Rules 2022)
1.	Sh. Kailash Chand	Instructor Mechanic Motor Vehicle	38500-122700 (Level-11)
2.	Sh. Pradeep Kumar Verma	Instructor Mechanic Motor Vehicle	38500-122700 (Level-11)
3.	Sh. Sanjay Kumar	Instructor Electrician	38500-122700 (Level-11)
4.	Sh. Goverdhan Singh	Instructor Employability Skill	38500-122700 (Level-11)
5.	Smt. Manju Devi	Trainer Fashion Design Technology	Rs. 23,352/- Fixed Outsourced
6.	Sh. Om Prakash	Senior Assistant	38500-122700 (Level-11)
7.	Sh. Dimple Verma	Data Entry Operator	Rs. 19,402/- Fixed Outsourced
8.	Smt. Mahima	Workshop Attendant	18000-56900 (Level-1)
9.	Smt. Pooja Verma	Peon	18000-56900 (Level-1)
10.	Smt. Priyanka Verma	Chowkidar	Daily @ Rs. 400/- per day
11.	Smt. Sunita Devi	Sweeper	Rs. 15,346/- Fixed Outsourced

Section 4 (I)(b)(xi)

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-

Sr. No.	Object Code Description	Amount allocated
Demand No. 27 (NON-PLAN)		
1	(5430) 01-SALARY	53,48,046/-
2	(5432) 02-WAGES	2,26,900/-
3	(5434) 03-TRVEXP	25,000/-
4	(5436) 05-OFEXP	1,10,000/-
5	(5438) 06-MEDRE	25,000/-
6	(5442) 20-OTHCHG	6,000/-
7	(5444) 30-MTRVOPR	30,000/-
8	(5446) 31-MCHEQP	10,00,000/-
9	(5448) 33-MATSUP	36,391/-
10	(10204) 99-HONRUM	2,95,000/-
Demand No. 27 (PLAN)		
1	(20427) 65-REOSEMP	2,50,000/-
Demand No. 32 (PLAN)		
1	(12765) 31-MCHEQP	15,000/-
2	(12766) 33-MATSUP	20,000/-

Section 4(I)(b)(xii)

MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES

Not applicable

Section 4(I)(b)(xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

Not applicable

Section 4(I)(b)(xiv)

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT REDUCED AN ELECTRONIC FORM:-

All the relevant details including the procurement, tender and student matter are made available on the website.

Section 4(I)(b)(xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED PUBLIC USE:-

The institute has maintained its library restricted to its trainees and staff. The library is not open for general public.

Section 4(I)(b)(xvi)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-

Sr. No.	Name	Designation	Phone No.	E-Mail
1.	Sh. Gulab Singh Thakur	Principal	0177-2786949 78768-34544	principalsunniiti@gmail.com

Section 4(I)(b)(xvii)

OTHER INFORMATION PRESCRIBED:-

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

1. Suo-Motu disclosure of more items under Section-4 of RTI Act, 2005:-
   - 1.1 Information related to procurement. – Not pending at institute level.
   - 1.2 Public Private Partnerships. - Not available
   - 1.3 Transfer Policy and Transfer Order. - Nil
   - 1.4 RTI Application. - Total 10 Nos. of RTI Applications has been received in this institute for the period from 01-04-2024 to till date. Reply of all the applications have been processed and sent to the applicant within the stipulated period. At present no application is pending at institute level.
   - 1.5 CAG & PAC Paras. - No.
   - 1.6 Citizens Charter. - No
   - 1.7 Discretionary and Non- Discretionary Grants.- No

(Gulab Singh Thakur)
Principal cum PIO
Govt. Industrial Training Institute
Sunni, Distt. Shimla (H.P.)