

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.itiwomenuna.org

1.2 Public Private Partnerships

Govt. ITI Women Una is 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 aspirant candidate of the State as well as other 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 except PPP mode.

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 Women Una
Establishment and Address	1967, In the year 1983 vide notification 9-124/81-Ind-II, Dated: Shimla - 171002, the: 16-07-1983; this ITI was transferred alongwith other ITIs from Deptt of industries to the Directorate of Technical Education HP. Govt. ITI Women Una, Opp. ISBT Una, Takka Road Una, Distt – Una, HP -174303 E-mail:- itiuna_w@yahoo.com

Contact No.	01975-227305
Web Site	www.itiwomenuna.org
Code allotted by the DGT	GR02000200

Sr. No.	Section	Function	Duties
1	Office of the Govt. ITI Women Una	Implementing all the decision in respect of admission, training, placement, procurement, establishment & budget etc. related to ITI Women Una.	<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 HCM 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 by Placement Track Record Register. 11. Proper security arrangements are maintained and safety precautions observed. 12. Trainees get the proper medical aid and welfare arrangements are available. Even ITI is very close to two Govt. Hospitals. 13. Proper facilities to the inspection staff of the State Directorate, DGT, and other authorized bodies are provided.
2	Sewing Technology trade	To impart knowledge & skill to the trainees of Sewing Technology trade.	Teaching, conducting examination, conducting evaluation, seminars, industrial exposure visits etc.
3	Surface ornamentation Techniques (Emb.) trade	To impart knowledge & skill to the trainees of Surface ornamentation Techniques (Emb.) trade.	-do-

4	Fashion Design & Technology trade	To impart knowledge & skill to the trainees of Fashion Design & Technology trade.	-do-
5	Workshop	Imparting Practical Skill training to trainees.	Workshop
6	IT Lab	To teach related to Computer and IT part of Employability Skills, practice for AITT CBT Exam.	Computer cum IT Lab
7	Library	Issuing books to trainees and the faculty, book keeping, maintenance and updating from time to time as per revised syllabus.	Book keeping and purchasing new books & maintaining of the records.

Section 4(1)(b)(ii)

POWERS & DUTIES OF OFFICERS AND EMPLOYEES:-

Name	Er. B S Dhillon
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 supervisor (HCM) 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, DGT, and other authorized bodies are provided.

Name	Smt. Mamta Rani
Designation	Head Craft Mistress
Duties	<p>Head Craft Mistress of ITI is responsible for the following:</p> <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
Duties	<p>Instructor</p> <p>The Instructors will be responsible for</p> <ol style="list-style-type: none"> 1. Taking of classes of theory and practical 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 of trainees. 4. Preparing charts, 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 the leave application of trainees.
Designation	Superintendent Grade-II
Duties	This institute do not have the post of Superintendent Grade-II.

Designation	Clerk
Duties	<p>(1) Smt. Pooja Devi, Clerk performs the duties assigned by the head of the institute i.e. as this institute do not have the post of Superintendent Grade-II.</p> <p>(i) To deal with seat of Establishment,</p> <p>(ii) To deal with seat of Training and Store etc.</p> <p>(iii) To deal with seat of Diary & Dispatch etc.</p> <p>(2) Sh. Amandeep Singh, Clerk performs the duties assigned by the head of the institute i.e.,</p> <p>(i) To manage/deal with seat of Cash and account of all heads 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	Duty attendance register	The Documents can be obtained from concerned officer In-charges
14	RTI Register	
15	Vidhan Sabha Question Register	
16	Files related to budget, correspondence	
17	Files & documents related to building, Academic, Examination DET	
18	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	
19	Files related to Governing Body Meeting.	
20	Files related to trainees counseling.	

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.	Name of Member	Address	Designation
1.	Sh. Baltej Inder Singh	M/S Extol Chemicals Pvt. Ltd., Plot No. 16-17, Industrial Area Mehatpur, Tehsil & Distt. – Una, H.P.	Chairman

2.	Er. Balram Singh Dhillon	Principal, Govt. ITI Women Una, Distt. –Una, H.P.	Member-Secretary
Member nominated by Industry Partner			
3.	Sh. Sidhant Joshi	M/S Ayan Industry, Plot No. 111, Industrial Area Mehatpur, Tehsil & Distt. – Una, H.P. - 174315	Member -1
4.	Sh. Ankit Sanghi	M/S S.R.N. Enterprises, Plot No. 2D, Industrial Area Mehatpur, Tehsil & Distt. – Una, H.P. - 174315	Member -2
5.	Sh. Vineet Sharma	M/S Honeywell Resorts Pvt. Ltd., Plot No. -04, Industrial Area Mehatpur, Tehsil & Distt. – Una, H.P.	Member -3
6.	Sh. Abhishek Kaushal	M/S A&A Plastics, Plot No. - 93, Industrial Area Mehatpur, Tehsil & Distt. – Una, H.P. - 174315	Member -4
Member nominated by the State Govt.			
7.	Distt. Employment Officer	Distt. Employment Exchange Una, Distt. – Una, H.P.	Member -1
8.	Representative of State Directorate		Member -2
9.	Sr. Academician	Principal Govt. P. G. College – Una, Distt. – Una, H.P. – 174303.	Member -3
10.	Senior Faculty Member	H.C.M., Govt. ITI Women Una, Distt. –Una, H.P.	Member -4
11.	Student Representative	Trainee from Non-Subsidised trade, Govt. ITI (Women) Una, Distt. –Una, H.P.	Member -5

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

3. **Anti-ragging Committee.**

Sr. No.	Officials of ITI Women Una	Act As	Contact Detail
1	Sh. Mamta Rani, HCM	Nodal officer	94184-28665
2	Smt. Meena Kumari, Inst. SOT (Emb.)	Member	70183-29591
3	Smt. Vineeta, Inst. SOT (Emb.)	Member	98820-67229
4	Smt. Sukhivinder Kaur, Inst. Sewing Technology	Member	70189-70583
5	Smt. Pooja Devi, Clerk	Member	98829-88557

4. **Quarters Allotment Committee.** Common with Govt. ITI Una.

5. Sexual Harassment Committee/ Women cell.

Sr. No.	Officials and Designation	Act As	Contact Detail
1	Sh. Mamta Rani, HCM	Nodal officer	94184-28665
2	Smt. Meena Kumari, Inst. SOT (Emb.)	Member	70183-29591
3	Smt. Vineeta, Inst. SOT (Emb.)	Member	98820-67229
4	Smt. Sukhivinder Kaur, Inst. Sewing Technology	Member	70189-70583
5	Smt. Pooja Devi, Clerk	Member	98829-88557

6. Student Welfare Fund Committee.

Name & Designation	Designation
1. Er. B S Dhillon, Principal	Chairman
2. Smt. Mamta Rani, HCM, Govt. ITI (Women) Una	Member
3. Smt. Meena Kumari, Instructor – SOT (Emb.)	Member
4. Smt. Sukhivinder Kaur, Instructor - Sewing Technology	Member
5. Smt. Vineeta, Instructor – SOT (Emb.)	Member
6. Sh. Amandeep Singh, Cashier	Member
7. Miss. Nikita, Trade: ST, S1U1	Trainee - Member
8. Miss. Manpreet Kaur, Trade: ST, S1U1	Trainee - Member
9. Miss. Taniya, Trade: ST, S1U1	Trainee - Member
10. Miss. Vaishali D/O Mehar Chand, Trade: ST, S1U1	Trainee - Member
11. Miss. Manpreet Kaur, Trade: SOT (S1U1)	Trainee - Member
12. Miss. Ankush, Trade: SOT (S1U1)	Trainee - Member

7. Purchase committee of the institute.

Sr. No.	Officials of ITI Women Una	Act As
1	HCM	Purchase officer
2	Requisitioned official/Inst.	Member-1
3	Sr. Official/ Sr. Instructor with Technical Knowledge	Member-2
4	Store keeper	Member-3

8. Physical Verification committee.

Sr. No.	Employee & designation	Act As
1	HCM	Member secretary
2	Concerned official / Instructor/ Trainer	Member-1
3	Store keeper	Member-2

9. Electrol Literacy Club (ELC)

Sr. No.	Name of Committee members	Designation / Trade name	Duty Assign
2	Smt. Mamta Rani,	HCM	Nodal Officer
3	Smt. Meena Kumari	Instructor – SOT (Emb.)	Convenor
4	Smt. Sukhivinder Kaur	Instructor - Sewing Technology	Teacher Member
5	Smt. Vineeta	Instructor – SOT (Emb.)	Teacher Member
6	Miss Indu Bala	Trainee Sewing Technology	Trainee Member
7	Miss Namandeep	Trainee Sewing Technology	Trainee Member
8	Miss Kanchan	Trainee SOT (Emb.)	Trainee Member
9	Miss Sarita	Trainee SOT (Emb.)	Trainee Member
10	Miss Diya	Trainee FD&T	Trainee Member
11	Miss Sunaina	Trainee FD&T	Trainee Member

10. Admission Committee.

Sr. No.	Name	Duty
1.	Smt. Mamta Rani, HCM	Sr. Member of Admission Committee, maintain the admission file after due verification and with complete requisite documents attached with the admission form. Then trade instructor/trainer must verify the said form to avoid over admission in their respected unit. Submit the said file after every round of admission to Pooja Devi, Training-Clerk for further processing on online portal. Then concerned instructor will retain the file in trade till the complete updation & registration on portal. And then finally hand over to training Clerk
2.	Smt. Meena Kumari, Instructor, SOT(Emb.)	Member of Admission Committee, Check document as per the Prospectus for Session 2024-25
3.	Smt. Sukhivinder Kaur, Instructor, S.T.	Member of Admission Committee, Check document as per the Prospectus for Session 2024-25
4.	Smt. Vineeta, Instructor, SOT(Emb.)	Member of Admission Committee, Check document as per the Prospectus for Session 2024-25
5.	Smt. Nisha Rani, Trainer, FDT	Member of Admission Committee, Check document as per the Prospectus for Session 2024-25
6.	Sh. Amandeep Singh, DEO	Collect fee as per prescribed in the Prospectus for Session 2024-25& issue receipt and deposit in the respective bank account without any delay.
7.	Smt. Pooja Devi, Training-Clerk	Update admission data on the online portal and finally upload the final admission data on Portal as per the schedule.

Section 4(1)(b)(ix)

Directory of Officers and employees:

Sr. No.	Name of Employee	Designation	Contact Detail	Email
1.	Er. B S Dhillon	Principal	01975-227305 94595-71561	itiuna_w@yahoo.com
2.	Smt. Mamta Rani	HCM	94184-28665	-----do----
3.	Smt. Meena Kumari	Instructor SOT (Emb.)	70183-29591	-----do----
4.	Smt. Vineeta	Instructor SOT (Emb.)	98820-67229	-----do----
5.	Smt. Sukhivinder Kaur	Instructor Sewing Technology	70189-70583	-----do----
6.	Smt. Santosh Kumari	Instructor Sewing Technology	94182-76105	-----do----
7.	Smt. Nisha Rani	Trainer, Fashion Design & Technology (IMC)	70185-08795	-----do----
8.	Vacant	Trainer, Fashion Design & Technology (IMC)	-----	-----do----
9.	Smt. Pooja Devi,	Clerk	98829-88557	-----do----
10.	Sh. Amandeep Singh Dehal	Data Entry Operator (Outsource)	62308-17075	-----do----
11.	Sh. Achhar Kumar	Peon-Cum-Chowkidar	98163-93825	-----do----
12.	Sh. Sushil Kumar	Peon	83529-29540	-----do----
13.	Vacant	Chowkidar	-----	-----do----
14.	Sh. Ankit Jagota	Sweeper (Outsource)	78765-86690	-----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.	Er. B S Dhillon	Principal	Level-16, Cell-09
2.	Smt. Mamta Rani	HCM	Level-14, Cell-23
3.	Smt. Meena Kumari	Instructor SOT (Emb.)	Level-11, Cell-14
4.	Smt. Vineeta	Instructor SOT (Emb.)	Level-11, Cell-04
5.	Smt. Sukhivinder Kaur	Instructor Sewing Technology	Level-11, Cell-06
6.	Smt. Nisha Rani	Trainer, Fashion Design & Technology (under IMC)	Rs. 16215/- per month Consolidated
7.	Smt. Pooja Devi,	Clerk	Level-03, Cell-03
8.	Sh. Amandeep Singh Dehal	Data Entry Operator (Outsource)	Rs. 13560/- per month Consolidated
9.	Sh. Achhar Kumar	Peon-Cum-Chowkidar	Level-01, Cell-06
10.	Sh. Sushil Kumar	Peon (Daily wages)	Rs. 400/- per day
11.	Sh. Ankit Jagota	Sweeper (Outsource)	Rs. 12000/- per month Consolidated

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	5240088.00
2	02 Wages	178625.00
3	04 Travel Expense	4996.00
4	05 Office Expense	140000.00
5	06 Medical Reimbursement	33625.00
6	33 Material & Supplies	27237.00
7	65 Remuneration to Outsourced employees	186887.00

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 student matter are made available on the website www.itiwomenuna.org

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. However, in the past some local Fashion Designer approached us for some books; we allow them to study books in the library premises only.

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.	Er. B S Dhillon, Principal	Public Information Officer	01975-227305	itiuna_w@yahoo.com

Section 4(1)(b)(xvii)

OTHER INFORMATION PRESCRIBED: -

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