

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>Sr no</i>	<i>Name of the organization /department board/corporation /institution</i>	<i>Function and duties (in brief)</i>
1.	Govt. Industrial training Institute, Sector 28C, Chandigarh	To provide the Technical Training to the students after passing their 8 th , 10 th standard examination and provide skilled workers to the Industry

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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: Govt. 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 theoretical & skill 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/Jr. Asstt/Clerk	Superintendent	Principal/Director, technical Education, U.T. Chandigarh/Home Secretary, Chandigarh Administration.
2	Related to training of the students and other additional duties	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: Govt. 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	Online admission within 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: Govt. 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		Punjab 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: Govt. Industrial Training
Institute Chandigarh.

Sr no	Category of documents
1	Service books of the staff members
2	Personnel files of the staff
3	APARs/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 : Govt. Industrial Training Institute Chandigarh.

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

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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 : Govt.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: Govt.Industrial Training
Institute Chandigarh.

Srno	Name of employees	Designation	Telephone/mobile no
1	M.L.Rana	Principal	9417073157
2	Rakesh Kumar	Group Instructor	9855706733
3	Arun Kumar	-do-	9417515265
4	Bant singh	-do-	9872714427
5	Kulwinder Singh	-do-	9814136584
6	Inderpreet Singh	Instructor	9988302844
7	Bhupinder Kaur	-do-	9872079172
8	Desh Raj Sharma	-do-	9814695910
9	Surinder Singh	-do-	9872887891
10	Shiv Charan	-do-	9888889655
11	Ramesh Chander	-do-	9888779126
12	Prubhjit Singh	-do-	9646003449
13	Chandi Parshad	-do-	9814411592
14	Varinder Singh	-do-	9417936819
15	Rekha Handa	-do-	9855533407
16	Bindu Bala	-do-	9872204365
17	Ajaib Singh	-do-	9417595228
18	Daljit singh	-do-	9417162216
19	Suman Gupta	-do-	9216302847
20	Rajinder Kumar	-do-	9988530025
21	Parminder Pal Singh	-do-	9417150994
22	Ashwani Kr Nanda	-do-	9876060819
23	Subhash Chand	-do-	9872347087
24	Ravinder Kaushal	-do-	9417215304
25	Sanjeev Kumar	-do-	9417377589
26	Rajesh Kaushal	-do-	9463049821
27	Ram Kumar	-do-	9417595227
28	Parveen Sharma	-do-	9988062296
29	Meera Sharma	-do-	9888832244
30	Shiv Kumar	-do-	9464286720
31	Amarjit Singh	-do-	9855004546
32	Jagdish Singh	-do-	9465228790
33	Pankaj	-do-	9501488995
34	Jorawar Singh	-do-	9780028921
35	Mukesh	-do-	9888538668
36	Kulwinder Singh	-do-	2266347,9855619888
37	Sunil Kumar	-do-	09878519625,01712828061

38	Rakesh Kumar	-do-	9888871940
39	Charanjit Singh	-do-	9814855352
40	Renu Aggarwal	Pharmacist	2712309
41	Varinderjit Singh	Sr.Assistant	9646131520
42	Krishan Pal	-do-	9888967300
43	Harmesh Kumar	Jr Asstt	9888613340
44	Jaswinder Kaur	-do-	9463147327
45	Sukhwinder Pal Kaur	-do-	9417333505
46	Madhu Bala	Clerk	9888001204
47	Virander Pal Sharma	-do-	9855196246
48	Sapna	-do-	9416502683
49	Chander Pal	-do-	
50	Ranjit Singh	-do-	
51	Naresh Kumar	Work Shop Attendant	9417216147
52	Neel Kamal	-do-	9417248205
53	Husan Lal	-do-	9463224772
54	Gurnam Singh	-do-	9467473661
55	Ashwani Kumar	-do-	9467030508
56	Kuldeep Kumar	Peon	7837811035
57	Rajinder Kumar	-do	9878064192
58	Jagjit Singh	Dresser	9463882081
59	Ram Kewal	Mali	9417925673
60	Devinder Singh	Store Attendant	9463633565
61	Avpreet Singh	-do-	2609430
62	Sohan Bir	Sweeper	9356725331
63	Kanti	-do-	-
64	Roop Chand	-do-	9356285767
65	Sat Pal	-do-	-
66	Laxman Singh	Chowkidar	9023403291
67	Ravinder Singh	-do-	-

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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: Govt. Industrial Training
Institute Chandigarh.

Sr no	Name of employees	Designation	Monthly Emoluments
1.	M.L.Rana	Principal	Salary drawn from CCET (Rs.)
2.	Rakesh Kumar	Group Instructor	72508
3.	Arun Kumar	-do-	74347
4.	Bant singh	-do-	71505
5.	Kulwinder Singh	-do-	65923
6.	Inderpreet Singh	Instructor	71701
7.	Bhupinder Kaur	-do-	71376
8.	Desh Raj Sharma	-do-	64010
9.	Surinder Singh	-do-	64618
10.	Shiv Charan	-do-	70280
11.	Ramesh Chander	-do-	70500
12.	Prubhjot Singh	-do-	70280
13.	Chandi Parshad	-do-	68736
14.	Varinder Singh	-do-	68736
15.	Rekha Handa	-do-	66952
16.	Bindu Bala	-do-	67560
17.	Ajaib Singh	-do-	67609
18.	Daljit singh	-do-	62165
19.	Suman Gupta	-do-	65649
20.	Rajinder Kumar	-do-	62165
21.	Parminder Pal Singh	-do-	64155
22.	Ashwani Kr Nanda	-do-	64669
23.	Subhash Chand	-do-	59465
24.	Ravinder Kaushal	-do-	65649
25.	Sanjeev Kumar	-do-	59465
26.	Rajesh Kaushal	-do-	59465
27.	Ram Kumar	-do-	56180
28.	Parveen Sharma	-do-	56195
29.	Meera Sharma	-do-	54875
30.	Shiv Kumar	-do-	52513
31.	Amarjit Singh	-do-	57059
32.	Jagdish Singh	-do-	52513
33.	Pankaj	-do-	57393
34.	Jorawar Singh	-do-	51253

35.	Mukesh Kumar	-do-	48620
36.	Kulwinder Singh	-do-	48620
37.	Sunil Kumar	-do-	46640
38.	Rakesh Kumar	-do-	46640
39.	Charanjit Singh	-do-	50704
40.	Renu Aggarwal	Pharmacist	72434
41.	Varinderjit Singh	Sr.Assistant	50900
42.	Krishan Pal	-do-	48815
43.	Harmesh Kumar	Jr Asstt	43490
44.	Jaswinder Kaur	-do-	39931
45.	Sukhwinder Pal Kaur	-do-	39931
46.	Madhu Bala	Clerk	38535
47.	Virender Pal Sharma	-do-	38535
48.	Sapna	-do-	
49.	Chander Pal	-do-	
50.	Ranjit Singh	-do-	
51.	Naresh Kumar	Work Shop Attendant	34403
52.	Neel Kamal	-do-	27218
53.	Husan Lal	-do-	30773
54.	Gurnam Singh	-do-	24064
55.	Ashwani Kumar	-do-	22223
56.	Kuldeep Kumar	Peon	30188
57.	Rajinder Kumar	-do	21026
58.	Jagjit Singh	Dresser	35588
59.	Ram Kewal	Mali	34379
60.	Devinder Singh	Store Attendant	23427
61.	Avpreet Singh	-do-	19973
62.	Sohan Bir	Sweeper	29468
63.	Kanti	-do-	34379
64.	Roop Chand	-do-	34710
65.	Sat Pal	-do-	34590
66.	Laxman Singh	Chowkidar	30870
67.	Ravinder Singh	-do-	35498

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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 : Govt.Industrial Training Institute Chandigarh.

Sr.no.	Head /item of the budget	Proposed expenditure during the year 2016-17	Disbursement made upto 15.11.2016
1	NON PLAN Salary	48700000	32295102
2	Medical	500000	164809
3	Domestic Travel Expenses	50000	4571
4	Office Expenses	2800000	845674
5	Publication	200000	--
6	Material & Supply	900000	402879
7	Advt. & Publicity	275000	51906
8	Minor works	10000	2230
9	Professional Services	5000	4020
10	Scholarship/Stipend	830000	--
11	Other charges	600000	264000
	Total	54870000	34035191
	PLAN Supply & Material	3300000	966478

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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 : Govt.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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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 : Govt.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 : Govt. 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: Govt.Industrial Training
Institute Chandigarh.

Sr.no.	Facilities available	Remarks (No of days in a week/timings etc.
	Information regarding courses running at GITI 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 : Govt.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.Arun Kumar	Group Instructor	01722679016 9417515265	5263 B/38W, CHD	Sh.Varinderjit Singh, Sr.Assistant	01722679016 9646131520	#1315/20B, Chandigarh

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