A FRAMEWORK FOR TRANSPARENCY AUDIT
GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR 11 C, CHANDIGARH

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met / not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Govt. Industrial Training Institute For Women, Sector-11C, Chandigarh under the Department of Technical Education, U.T., Chandigarh. **https://gitiwchd.edu.in/**
		(ii) Head of the organization	Sh. Rajan Dogra, Principal, Govt. Industrial Training Institute For Women, Sector-11C, Chandigarh.
		(iii) Vision, Mission and Key objectives	To provide training to the girls being a Industrial Training Institute.
		(iv) Function and duties	**Annexure -1**
		(v) Organization Chart	**Annexure-A**
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	**i) Secretary** Technical Education, Chandigarh Administration holds the power of Administrative Secretary **ii) Director Technical Education, U.T., Chandigarh** holds the powers of HOD **iii) Principal, GITIW** holds the powers of Head of the Institute.
		(ii) Power and duties of other employees	It is assigned to all employee concerns as per office order issued from time to time **(Annexure-2)**
		(iii) Rules/ orders under which powers and duty are derived and	Punjab Civil Service Rules and Instruction of issued by Chandigarh Administration from time to time
		(iv) Exercised	As per office order issued from time to time
		(v) Work allocation	Duties and Responsibilities are assigned to all the employees as per their designation from time to time by the HOD

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1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	(Annxure-3)
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	Nil
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	(Annxure4)
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Nil
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	(Annxure-5)
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	(Annxure-6)
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	(Annxure-8)
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	

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1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	**(Annxure-9)**
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	**(Annxure-10)**
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	**(Annxure-16)**
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	**NIL**
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Full Met as the CPIO/APIO undergo Training by the Chd Admn from time to time.

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2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	(Annxure-11)
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not Applicable and thus being treated as NIL
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	(Annxure-12)
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	

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		(vi)	Nature/ scale of subsidy /amount allotted	
		(vii)	Eligibility criteria for grant of subsidy	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	NIL
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i)	Concessions, permits or authorizations granted by public authority	**(Annxure-13)**
		(ii)	For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		Nil

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3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	(Annxure-7)
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not Applicable
		(ii) Outline the Public consultation process	
		(iii) Outline arrangement for consultation before formulation of policy.	

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3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Not Applicable
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Trades related information available on Academic Section of the Website
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Yes, Trades related information available on Academic Section of the Website .

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English (ii) Vernacular/ Local Language	English and trades related information available on Academic Section of the Website available on website
4.2	When was the information Manual/Handbook last updated?	Last date of Annual updation	Updated information Available on Website
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Updated information Available on Website **(Annexure-14)**

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4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	**(Annexure-15)**
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	CPGRAM
		(ii) Details of applications received under RTI and information provided	All applications uploaded from time to time Webportal of RTI, by Chandigarh Administration.
		(iii) List of completed schemes/ projects/ Programmes	
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NIL
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as a) Citizen's Charter	N.A
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals.	(i) Details of applications received and disposed	Fully Met and updated on RTI portal
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Fully Met and updated on RTI portal

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5. Information as may be prescribed

S. No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as Fully met/partially met)
5.1	Such other information as may be prescribed.	(i)	Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Fully Met as already uploaded all 16 Annexures on Institute's website and also updated from time to time Webportal of RTI
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Mandatory disclosure on Website of Institute https://gitiwchd.edu.in/

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Govt. Industrial Training Institute For Women
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ANNEXURE-1
PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005
(The Particulars of the organization, function and duties)

<table>
<tr><th>Sr. No</th><th>Name of the organization/Department /Board/Corporation/Institution.</th><th>Function and duties (in brief)</th></tr>
<tr><td>1.</td><td>
Govt. Industrial Training Institute for Women, Sector- 11/C, Chandigarh under the Department of Technical Education, U.T., Chandigarh .

Details of Courses
<table>
<tr><th>Sr. o</th><th>Name of Courses/ Trade</th><th>Sanctioned Seats</th><th>Duration (One Year)</th></tr>
<tr><td>1</td><td>Sewing Technology(NSQF)</td><td>80</td><td>One Year</td></tr>
<tr><td>2</td><td>Surface Ornamentation Techniques (Embroidery)(NSQF)</td><td>40</td><td>One Year</td></tr>
<tr><td>3</td><td>Dress Making (NSQF)</td><td>40</td><td>One Year</td></tr>
<tr><td>4</td><td>Cosmetology (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>5</td><td>Computer Operator & Programming Assistant (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>6</td><td>Stenography & Secretarial Assistant (English) (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>7</td><td>Stenography & Secretarial Assistant (Hindi) (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>8</td><td>Stenography (Punjabi) (SCVT)</td><td>20</td><td>Annual Exam</td></tr>
<tr><td>9</td><td>Finance Executive (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>10</td><td>Marketing Executive (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td>11</td><td>Human Resources Executive (NSQF)</td><td>48</td><td>One Year</td></tr>
<tr><td colspan="4">Short term courses</td></tr>
<tr><td>12</td><td>Web Developer</td><td>50</td><td>Six Months</td></tr>
<tr><td>13</td><td>Junior –Software Developer</td><td>50</td><td>Six Months</td></tr>
<tr><td>14</td><td>Accounts Executive</td><td>50</td><td>Six Months</td></tr>
<tr><td>15</td><td>CRM Domestic Non-Voice</td><td>50</td><td>Six Months</td></tr>
<tr><td>16.</td><td>General Duty Assistant</td><td>50</td><td>Six Months</td></tr>
</table>
</td><td>
The function and duties of the institute are as given below:-
ITI Trades
(i)To ensure a steady flow of skilled workers in different trades for industry
(ii)To raise the quality & quantity of industrial production by systematic training of workers
(iii)To reduce un-employment among educated youths by equipping them for suitable industrial employment.

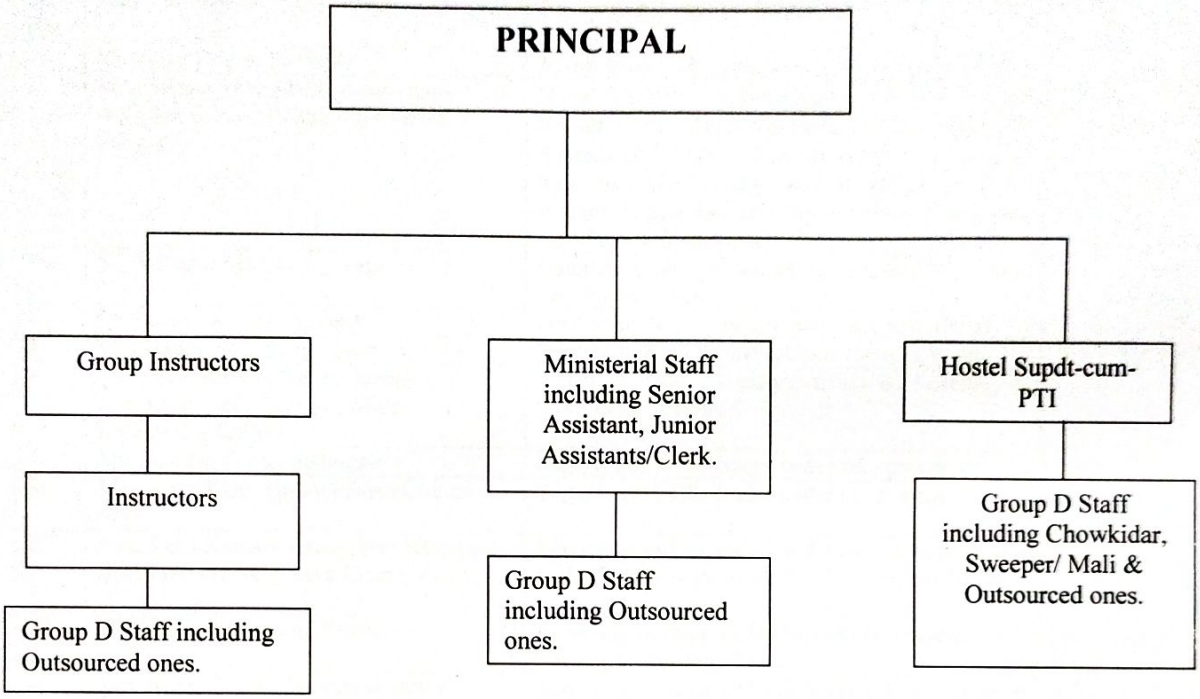
<u>Short term courses under "Upgradation of 1396-Govt ITIs through Public Private Partnership"</u>
Due to exponential growth in the emerging Information Technology, Business Process and Medical Line Outsourcing Sectors and the upcoming of new IT Parks/BPOs/Hospitals in the Tricity region of Chandigarh, Mohali and Panchkula, there will be great need of IT/BPO/Medical Line Professionals in near future, as such to fill the demand gap, trainees will be imparted expertise training in specially designed new courses, duly aligned with NSQF, strictly to meet the requirements of the Industry in these sectors.
</td></tr>
</table>

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(Annexure-A)

ORGANIZATION CHART OF GOVT. INDUSTRIAL TRAINING INSTITUTE FOR WOMEN, SECTOR-11C, CHANDIGARH -1.1(v)



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Sector 11-C Chandigarh

ANNEXURE-2

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005
(The powers and duties of the officers and employees)

Name of Department/Board/Corporation/Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11/C, Chandigarh.

Sr. No	Name of Post	Power and duties (in brief)
1.	Sh. Rajan Dogra, Principal	Administrative & General supervision of Institute
2.	Mrs. Suman Sharma, Sr. Asstt.-cum-Assistant Central Public Information Officer.	Nodal Officer - Maintenance of Reservation Roster Under Reservation Roster Management System of GITIW, Chd. Dealing with Account Seat including Salary and Contingency Bills, Budget & Students Training including Admission, Certificates, Stipend etc.
3.	Sh. Surinder Mohan, Sr. Asstt.	Handling Cash seat, including collection of Tuition Fee, Payments etc.
4.	Sh.Sanjeev Kumar, Jr. Asstt.	Dealing in Store Purchase and issue of material.
5.	Mrs. Reena Sharma, Jr. Asstt.	Dealing in Establishment/Court Cases, RTI etc.
6.	Sh. Naval Kishore Verma, Group Instructor –cum-Central Public Information Officer	Incharge –IMC (Society), CPIO & Drawing & Disbursing Officer.
7.	Mrs. Anuka, Group Instructor	Supervision of the trades under her control.
8.	Mrs. Roop Kaur, Group Instructor-cum-SPO	Supervision of the trades under her control.
9.	Mrs. Saroj Kumari, Group Instructor-cum Nodal Officer Skill India Chandigarh 2021.	Supervision of the trades under her control and also look after the work of Skill India as Nodal Officer.
10.	Mrs. Archana Gautam, Instructor	Imparting training in Dress making Trade & I.T.I. Sewing Technology Trade.
11.	Mrs. Swarn Kanta, Instructor- cum-E-Vigilance Nodal Officer.	Imparting training in I.T.I. Surface Ornamentation Techniques (Embroidery) and also perform the duties as E-Vigilance Nodal Officer of GITIW, Chandigarh. Looking after the work of Deworming of Admitted Trainees. Work related to Administering various Pledges & Celebration of National Days. Look after the work of Transfer management System Online Portal in connection with Interdepartmental Transfer Policy. Examination work of GITIW, Chandigarh.
12.	Mrs. Harvinderjit Kaur, Instructor	Imparting training in Stenography Punjabi Trade.
13.	Mrs. Sushma Rani, Instructor	Imparting training in I.T.I. Sewing Technology Trade
14.	Mrs. Renu Gulati, Instructor	Imparting training in Cosmetology Trade.
15.	Mrs. Sarojani Rani, Hostel Supdt.-cum-PTI	Looking after the affairs of Hostel & Physical Training of Girls Students
16.	Mrs. Daizy, Instructor (Contract Basis)	Imparting training in Employability Skills
17.	Mrs. Manpreet Kaur Juneja , Instructor (Contract Basis)	Imparting training in Computer Operator & Programming Assistant Trade. Looking after the work of Aerial and Mobile LIDAR Data Survey and Data Acquisition. Looking after the work of API Integration of Admitted Trainees, PISA.
18.	Mrs. Mukta Bansal, Instructor (Contract Basis)	Imparting training in Computer Operator & Programming Assistant Trade. Looking after the work of API Integration of Admitted Trainees, PISA.
19.	Mrs Sneh Lata Instructor (Contract Basis)	Imparting training in Cosmetology trade.
20.	Mrs. Gaganpreet Kaur , Instructor (Contract Basis) –cum- Nodal Officer – ICT Courses.	Imparting training in Human Resource and also act as Nodal Officer of –ICT Courses run by the Chandigarh Administration at GITIW, Chandigarh. Looking after the Admission work-2021. She will also look after the work regarding Azadi Ka Amrut Mahatosav. Looking after the work of API Integration of Admitted Trainees, PISA.

21.	Mrs. Navpreet Kaur, Instructor (Contract Basis)-cum- Nodal Officer-Electoral Literacy Club.	Imparting training in Human Resource sand looking after the work as Nodal Officer –Electoral Literacy Club at GITIW, Chandigarh. Looking after the work of Nasha Mukti Abhiyan.
22.	Ms. Simranpreet Kaur, Instructor (Contract Basis)	Imparting training in I.T.I. Sewing Technology Trade. She will also look after the work regarding Azadi Ka Amrut Mahatosav.
23.	Sh. Sunil Kumar, Instructor (Contract Basis)	Imparting training in Finance.
24.	Mr. Jai Kumar, Instructor (Contract Basis)	Imparting training in Marketing.
25.	Mr. Ikdeep Singh, Instructor (Contract Basis)	Imparting training in Marketing.
26.	Mrs. Pravina Ramteke, Instructor (Contract Basis)	Imparting training in Dress making Trade
27.	Mrs. Alipa, Instructor (Contract Basis)	Imparting training in Stenography & Secretarial Assistant (Hindi).
28.	Ms. Harpal Kaur	Imparting training in Stenography & Secretarial Assistant (English).
29.	Ms. Sabhyta	Imparting training in Stenography & Secretarial Assistant (English).
30.	Ms. Nitu Sharma	Imparting training in Dress making Trade
31.	Ms. Meenakshi Dhiman	Imparting training in Surface Ornamentation Techniques(Embroidery)
32.	Ms. Ritu Bala	Imparting training in Finance.
33.	Ms. Seema	Imparting training in Stenography & Secretarial Assistant (Hindi).
34.	Ms. Soni	Imparting training in Sewing Technology Trade.
35.	Ms. Ripudaman Kaur	Imparting training in Computer Instructor.
	IMC FACULTY	
1.	Sh. Surjit Singh, Placement Consultant.	To look after the work of training & placement cell and imparting of training in soft skills.
2.	Mrs. Bhawna Asthana, Computer Instructor (on contract basis under IMC Society)	Imparting training in 6 months Courses i.e., Accounts Executive and Web Developer.
3.	Ms. Abhishikha Sharma, Instructor –CRM (on contract basis under IMC Society)	Imparting training in 6 months Courses i.e. CRM Domestic Non-Voice.
4.	Ms. Akanksha Sharma, Computer Instructor (on contract basis under IMC Society)	Imparting training in 6 months Courses i.e. Web Developer.
5.	Ms. Poonam Saini, Computer Instructor(on contract basis under IMC Society)	Imparting training in 6 months Courses i.e. Junior Software Dev.
6.	Ms. Ankita Sharma, Instructor in General Duty Assistant (on contract basis under IMC Society)	Imparting training in 6 months Courses i.e General Duty Assistant.
7.	Ms. Harleen Kaur, Instructor (on contract basis under IMC Society)	Imparting training in 6 months Courses Medical Line.
	Group- D	
1.	Sh. Ram Singh, Workshop Attendant	Supporting Staff in Workshop
2.	Sh. Vinod Kumar, Workshop Attendant	Supporting Staff in Workshop
3.	Sh. Sushil Kumar, Workshop Attendant	Supporting Staff in Office/Workshop
4.	Sh. Shri Pal, Chowkidar	Watch and Ward duty
5.	Sh. Umed Singh, Chowkidar	Watch and Ward duty
6.	Sh. Vinod Kumar, Chowkidar	Watch and Ward duty
7.	Mrs. Sheela, Sweeper	Cleaning of Hostel Block
8.	Sh Bhopal, Sweeper	Cleaning of Institution premises
9.	Sh. Parkash Chand, Sweeper	Cleaning of Institution premises

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Principal,
Govt. Industrial Training Institute for Women,
Chandigarh.

ANNEXURE-3

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

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

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sector 11/C, Chandigarh

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.	Training of the students	Instructors	Group Instructors	Principal
2.	Office work	Dealing Asstt.	Office Supdt.	Principal
3.	Hostel affairs	Hostel Supdt.-cum- PTI	Mess President /Hostel Supdt.	Principal
4.	Medical problem of the trainees	Pharmacist	Group Instructor	Principal
5.	Building Maintenance	Aggrieved employee	Group Instructor designated as Building Incharge	Principal
6.	Cleanliness & general maintenance of the equipment machinery	Workshop Attendant /Sweeper /Instructor	Group instructor	Principal
7	Security	Chowkidars	Hostel Supdt-cum-PTI	Principal

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Principal,
Govt. Industrial Training Institute for Women,
Chandigarh.

ANNEXURE-4

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C,Chandigarh.

Sr. No.	Item of Work	Norms set by the department (number of days taken for decision making)
1.	Training work	As per time schedule mentioned in the trades syllabus prescribed by NCVT. New Delhi.
2.	Office work	As per general rules & Govt. instructions of Punjab Govt. from time to time & keeping in view of the urgency of the work
3.	Security	Immediate action.
4.	Cleanliness	Keeping in view of the urgency of the work.
5.	General health of the trainees.	Immediate action.
6.	Hostel affairs	Keeping in view of the urgency of the matter.
7.	Building maintenance	Keeping in view of the urgency of the maintenance work.

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ANNEXURE-5

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records, for discharging functions)

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C,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.	---	----	Training manual issued by DGE&T Govt. of India (Ministry of labour) New Delhi	As per DGE&T instructions as received from time to time	N.A.
2.	----	Condition of service of UT Chd. Employees Rules 1992	Punjab Civil Services Rules	Instructions issued by Chd. Admn. from time to time	N.A.
3.	----	Gen. rules & regulations for the trainees	Prospectus for the session 2020-2021.	Draft Prospectus containing instructions issued by Chandigarh Administration from time to time.	N.A.
4.	-----	Transfer Policy and Transfer Orders.	Chd. Administration Notifications	Instructions or orders issued by the Chd. Admn. from time to time.	N.A.

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Chandigarh.

ANNEXURE-6

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held by the authority under its control)

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11/C,Chandigarh.

Sr.No.	Category of documents
1.	Annual Confidential Report /Annual Performance Assessment Report (APAR) of the staff

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ANNEXURE-8

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies constituted as part of the Public Authority.)

Name of the Department/Board/Corporation /Institution/Office:
Govt.Industrial Training Institute for Women, Sec 11/C,Chandigarh.

Sr. NO.	Name of the Board (S)	Name of the council (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 minutes of such meetings are accessible for public. (yes/No)
1.	----	Hostel student council	(i) Mess and Canteen committee (ii) Cultural & sports committee (iii) Hostel cleanliness committee (iv) Hostel committee for looking of electricity & water complaints (v) Sexual Harassment Committee	------	No	Yes Minutes of meetings are deployed on the Notice Board.

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ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005

(Directory of the officers and employees) Name of the Department/Board/Corporation/Institution/Office: **Govt. Industrial Training Institute for Women, Sec 11-C, Chandigarh.**

Sr. No.	Name of the officer/employee	Designation	Telephone Number(o)
1.	Sh. Rajan Dogra	Principal	2740250
2.	Mrs. Suman Sharma	Sr.Assistant-cum ACPIO	2740250
3.	Sh. Surinder Mohan	Sr. Assistant	2740250
4.	Sh. Sanjeev Kumar	Jr. Assistant	2740250
5.	Mrs. Reena Sharma,	Clerk	2740250
6.	Sh. Naval Kishore Verma	Group Instructor-cum CPIO, DDO & IMC –Incharge.	2740250
7.	Mrs. Anuka	Group Instructor	2740250
8.	Mrs. Roop Kaur	Group Instructor	2740250
9.	Mrs. Saroj Kumari	Group Instructor	2740250
10.	Mrs. Archana Gautam	Instructor	2740250
11.	Mrs. Swarn Kanta	Instructor	2740250
12.	Mrs. Sushma Rani	Instructor	2740250
13.	Mrs. Harvinderjit Kaur	Instructor	2740250
14.	Mrs. Renu Gulati	Instructor	2740250
15.	Mrs. Sarojani Rani,	Hostel Supdt.-cum-PTI	2740250
16.	Ms. Daizy	Instructor –Employability Skill(Contract Basis)	2740250
17.	Ms. Manpreet Kaur Juneja	Instructor-COPA (Contract Basis)	2740250
18.	Mrs. Mukta Bansal	Instructor –COPA (Contract Basis)	2740250
19.	Ms. Sneh Lata	Instructor-Costeomology (Contract Basis)	2740250
20.	Mrs. Gaganpreet Kaur	Instructor - Human Resource (Contract Basis)	2740250
21.	Ms. Navpreet Kaur	Instructor - Human Resource(Contract Basis)	2740250
22.	Ms. Simranpreet Kaur	Instructor- Sewing Technology Trade (Contract Basis)	2740250
23.	Mr. Jai Kumar	Instructor –Marketing Executive (Contract Basis)	2740250
24.	Mr. Ikdeep Singh	Instructor –Marketing Executive (Contract Basis)	2740250
25.	Mrs. Pravina Ramteke	Instructor -Dress making Trade (Contract Basis)	2740250
26.	Mrs. Alipa	Instructor -Stenography & Secretarial Assistant (Hindi) (Contract Basis)	2740250
27.	Mr. Sunil Kumar	Instructor –Finance Executive (Contract Basis)	2740250
28.	Ms. Harpal Kaur	Guest Faculty- Stenography & Secretarial Assistant (English).	2740250
29.	Ms. Sabhyta	Guest Faculty- Stenography & Secretarial Assistant (English).	2740250
30.	Ms. Nitu Sharma	Guest Faculty- Dress making Trade	2740250
31.	Ms. Meenakshi Dhiman	Guest Faculty- Surface Ornamentation Techniques(Embroidery)	2740250
32.	Ms. Ritu Bala	Guest Faculty- Finance.	2740250
33.	Ms. Seema	Guest Faculty- Stenography & Secretarial Assistant (Hindi).	2740250
34.	Ms. Soni	Guest Faculty- Sewing Technology Trade.	2740250
35.	Ms. Ripudaman Kaur	Guest Faculty-Computer	2740250
		IMC STAFF	
01.	Sh. Surjit Singh	Placement Consultant	2740250
02.	Ms. Bhavna	Instructor (Contract Basis) under IMC(Society)	2740250
03.	Ms. Abhishikha Sharma	Instructor (Contract Basis) under IMC(Society)	2740250
04.	Ms. Akanksha Sharma	Instructor (Contract Basis) under IMC(Society)	2740250
05.	Ms. Poonam Saini	Instructor (Contract Basis) under IMC(Society)	2740250

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06.	Ms. Ankita Sharma	Instructor (Contract Basis) under IMC(Society)	2740250
07.	Ms. Harleen Kaur	Instructor (Contract Basis) under IMC(Society)	2740250
		Group -D	
1.	Sh. Ram Singh,	Workshop Attendant	2740250
2.	Sh. Vinod Kumar,	Workshop Attendant	2740250
3.	Sh. Sushil Kumar,	Workshop Attendant	2740250
4.	Sh. Shri Pal,	Chowkidar	2740250
5.	Sh. Umed Singh,	Chowkidar	2740250
6.	Sh. Vinod Kumar,	Chowkidar	2740250
7.	Mrs. Sheela,	Sweeper	2740250
8.	Sh. Bhopal Singh,	Sweeper	2740250
9.	Sh. Parkash Chand,	Sweeper	2740250

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Principal,
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ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.

(Monthly remuneration received by the officers and employees)
Name of the Department/Board/Corporation/Institution/Office:-
Govt. Industrial Training Institute for Women, Sec 11-C, Chandigarh.

Sr. No.	Name of the officer/employee	Designation	Monthly Emoluments(Rs)
1.	Sh. Rajan Dogra	Principal	107232/-
2.	Smt. Suman Sharma	Sr. Assistant –cum-ACPIO	80761/-
3.	Sh. Surinder Mohan	Sr. Assistant	60000/-
4.	Sh. Sanjeev Kumar	Jr. Assistant	57046/-
5.	Mrs. Reena Sharma	Jr. Assistant	53069/-
6.	Sh. Naval Kishore Verma	Group Instructor-cum CPIO, DDO & Incharge-IMC Society.	104634/-
7.	Mrs. Anuka	Group Instructor	120947/-
8.	Mrs. Roop Kaur,	Group Instructor	101416/-
9.	Mrs. Saroj Kumari,	Group Instructor	97329/-
10.	Mrs. Archana Gautam	Instructor	88324/-
11.	Mrs. Swarn Kanta,	Instructor	87824/-
12.	Mrs. Sushma Rani,	Instructor	89008/-
13.	Mrs. Harvinderjit Kaur,	Instructor	88324/-
14.	Mrs. Renu Gulati,	Instructor	80228/-
15.	Mrs. Sarojani Rani,	Hostel Supdt.-cum-PTI	71778/-
16.	Ms. Daizy,	Instructor (Contract Basis)	47599/-
17.	Ms. Manpreet Kaur Juneja,	Instructor (Contract Basis)	47599/-
18.	Mrs. Mukta Bansal	Instructor (Contract Basis)	47599/-
19.	Ms. Sneh Lata	Instructor (Contract Basis)	47599/-
20.	Mrs. Gaganpreet Kaur	Instructor (Contract Basis)	47599/-
21.	Ms. Navpreet Kaur	Instructor (Contract Basis)	47599/-
22.	Ms. Simranpreet Kaur	Instructor (Contract Basis)	47599/-
23.	Mr. Jai Kumar	Instructor (Contract Basis)	47599/-
24.	Mr. Ikdeep Singh	Instructor (Contract Basis)	47599/-
25.	Mrs. Pravina Ramteke	Instructor (Contract Basis)	47599/-
26.	Mrs. Alipa	Instructor (Contract Basis)	47599/-
27.	Mr. Sunil Kumar	Instructor (Contract Basis)	47599/-
28.	Ms. Harpal Kaur	Guest Faculty	10000/-
29.	Ms. Sabhyta	Guest Faculty	10000/
30.	Ms. Nitu Sharma	Guest Faculty	10000/
31.	Ms. Meenakshi Dhiman	Guest Faculty	10000/
32.	Ms. Ritu Bala	Guest Faculty	10000/
33.	Ms. Seema	Guest Faculty	10000/
34.	Ms. Soni	Guest Faculty	10000/
35.	Ms. Ripudaman Kaur	Guest Faculty	10000/
IMC STAFF			
1.	Sh. Surjit Singh	Placement Consultant	40,000/-
2.	Ms. Bhavna	Instructor (Contract Basis)	40,650/-
3.	Ms. Abhishikha Sharma	Instructor (Contract Basis)	26,960/-
4.	Ms. Akanksha Sharma	Instructor (Contract Basis)	22,940/-
5.	Ms. Poonam Saini	Instructor (Contract Basis)	24,870/-
6.	Ms. Ankita Sharma	Instructor (Contract Basis)	21,160/-
7.	Ms. Harleen Kaur	Instructor (Contract Basis)	24,580/-

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Group D			
1.	Sh. Ram Singh,	Workshop Attendant	35495/-
2.	Sh. Vinod Kumar,	Workshop Attendant	39404/-
3.	Sh. Sushil Kumar,	Workshop Attendant	35495/-
4.	Sh. Umed Singh,	Chowkidar	47899/-
5.	Sh. Vinod Kumar,	Chowkidar	42556/-
6.	Sh. Shri Pal,	Chowkidar	43685/-
7.	Mrs. Sheela,	Sweeper	44502/-
8.	Sh. Parkash Chand,	Sweeper	45602/-
9.	Sh. Bhopal Singh,	Sweeper	35410/-

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Principal,
Govt. Industrial Training Institute for Women,
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ANNEXURE-16

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xvi) OF THE RIGHT TO INFORMATION ACT, 2005.

(Name, designations and other particulars of the Public Information officers)

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C,Chandigarh.

Sr. No.	Name of the Central Publication Information officer.	Desig-nation	Telephone No. (Office /Residence)	Residential Address & email ID	Assistant Central Publication Information officers	Telephone No. (Office /Residence	Residential Address & email ID	Appellate Authority	Telephone No. (Office /Resid-ence	Resid-ential Address
1.	Sh. Naval Kishore Verma	Group Instructor	2740250(o)	# 3475, Sai Enclave, Sector-49D, Chd. navalddo@gmail.com	Mrs.Suman Sharma	2740250 (o)	House No.3079, Sector 23-D, Chandigarh. sumansharma3079@gmail.com	Sh. Rajan Dogra, Principal –GITIW, Chd.	2740250(o)	# 3291, Sec-27-D,Chd. gociwplacementcell@gmail.com

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Govt. Industrial Training Institute for Women,
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ANNEXURE-11

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005.

(Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made) upto March, 2021.

Name of the Department/Board/Corporation/Institution/Office:
Govt. Industrial Training Institute for Women, Sector 11-C, Chandigarh.

Head /Item of the Budget	**Proposed expenditure during the year 2020-2021**	**Disbursement made (in thousands)**
2230-Labour &Employment, 03-Training 003-Training of Craftsmen 08 Govt Industrial Training Institute for Women, Chandigarh		
08-00-01-Salaries	**37935**	28114
08-00-06-Medical Treatment	**200**	149
08-00-11-Domestic Travel Expenses	**20**	0
08-00-13-Office Expenses	**2200**	2200
08-00-21-Supplies and Material	**600**	600
08-00-26-Advertising and Publicity	**200**	11
08-00-27-Minor Works	**300**	300
08-00-28 Professional Services	**100**	22
08-00-34 Scholarships/Stipends	**550**	0
Total	**42105**	**31396**

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ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes)

Name of the Department/Board/Corporation/Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C, Chandigarh.

Sr.No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	Amount allocated (Rs.).	Details of beneficiaries.
		Not applicable		

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Principal,
Govt. Industrial Training Institute for Women,
Chandigarh.

ANNEXURE-13

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005.

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

Name of the Department/Board/Corporation/Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C, Chandigarh.

Sr.No.	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient
----------NIL----------			

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ANNEXURE-7

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005

(The Particulars of any arrangement 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 /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C,Chandigarh.

Sr. NO.	Details/Type of arrangements made
1.	Suggestion Box/visitor Dairy at the check post of main gate

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ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xiv) OF THE RIGHT TO INFORMATION ACT, 2005

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

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11-C,Chandigarh.

Sr. No.	Type of information
All the information concerning the institute as reduced in an electronic form is available on the *Website* **www.chd.gov.in**	

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ANNEXURE-15

PUBLICATION OF INFORMTION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xv) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation /Institution/Office:
Govt. Industrial Training Institute for Women, Sec 11/C,Chandigarh.

Sr.No	Facilities available	Remarks (No. of days in a week/Timing etc.)
1.	Telephone (No. 2740250)	During office hours on any working days.
2.	Personal visit	During office hours on any working days.

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Chandigarh.