



OFFICE OF THE PRINCIPAL  
GOVT. ITI BILASPUR, NEAR IND. AREA,  
DISTT. BILASPUR HP-174001  
PH. 01978-224774, email : [pplitiblp@gmail.com](mailto:pplitiblp@gmail.com)  
[www.itibilaspur.edu.in](http://www.itibilaspur.edu.in)

No.ITI(BLP)Estt./RTI/2021-298 Dated: 10.02.2025

To

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

**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,

Kindly refer to your office letter No STV(TE)H-G(1) 22-RTI/2009-Misc-28273-2755096-5200 dt. 07/02/2025 on the subject cited above.

In this regard, I have honour to enclose herewith the information on the prescribed format as desired by you in r/o Govt. ITI Bilaspur. This is submitted for favour of kind information and necessary action please.

Yours faithfully,

  
Principal,  
Govt. Industrial Training Institute,  
Bilaspur, Distt. Bilaspur H.P.

Encls:- As above

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

**Section 4 (I) (b) (i)**

**The particulars of its organization, functions and duties:-**

<b>Name of organization</b>	<b>Technical Education HP</b>
Establishment and Address	Govt. Industrial Training Institute Bilaspur and Upper Nihal Industrial Area Bilaspur Sadar (HP)- 174001
Contact No.	01978-224774
Website	www.itibilaspur.edu.in
Code allotted by the DGT	GR02000028

<b>Sr. No</b>	<b>Section</b>	<b>Function</b>	<b>Duties</b>
1	Office	Office work	
2	Electrician	Training	
3	Mechanic Motor Vehicle	Training	
4	Fitter	Training	
5	Textile Wet Processing	Training	
6	Wood Work Technician	Training	
7	Stenography & Secretarial Practices	Training	
8	Welder	Training	
9	Plumber	Training	
10	Computer Operator cum Programming Assistant	Training	
11	Driver cum Mechanic	Training	
12	IT Lab	Computer Training	
13	Library	To fulfil availability of books	
14	Main Store	Procurement of raw material, Tool equipments etc.	

**Section 4 (I)(b)(ii)**

**POWER & DUTIES OF OFFICERS AND EMPLOYEES:-**

  
Principal  
Govt. Industrial Training Institute  
Bilaspur, Distt. Bilaspur (H.P.)

<b>Name</b>	Suneel Kumar Patial
<b>Designation</b>	Principal
<b>Power</b>	Overall administrator of Institute
<b>Duties</b>	<ol style="list-style-type: none"><li>1. Watch on time keeping as per NCVET norms.</li><li>2. Watch on consumption and to avail raw material to Training workshops.</li><li>3. Watch and guide on working of office dealing persons.</li><li>4. Implementation of various guidelines of superiors and NCVET</li><li>5. Any other task given by superiors.</li></ol>

Name	Rakesh Kumar
Designation	Group Instructor
Duties	Store in-charge (Training, STRIVE & HPKVN) Training in- charge (ITOT,HPKVN & Short Term Courses)
Name	Praveen Kumar
Designation	Group Instructor
Duties	Training in-charge (CTS)
Name	Sanjeev Kumar
Designation	Superintendent Grade-II
Duties	In-charge Office
Name	Kumari Upasna
Designation	Senior Assistant
Duties	Deals in the Establishment, Accounts & General Seats of office of Institution and ITOT Bilaspur.
Name	Neelam
Designation	JOA(IT)
Duties	Deals in the Training Seats of office of Institution and ITOT Bilaspur.
Name	Praveen Kumar
Designation	Clerk
Duties	Deals in the Diary & Dispatch Seats of office of Institution and ITOT Bilaspur.
Name	Harish Kumar
Designation	DEO
Duties	Deals in the Cashier & Apprenticeship Seats of office of Institution and ITOT Bilaspur.
Name	Ramesh Kumar
Designation	DEO
Duties	Deals in the Main Store Seat of office of Institution and ITOT Bilaspur.

Principal  
Govt. Industrial Training Inst  
Bilaspur, Dist. Bilaspur (H.P.)

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(l)(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.

THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING IT FUNCTION:

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 instruction issued by DTE and HPTSB from time to time and also instruction available in their

Sanction 4(l)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOUCMENTS THAT ARE HELD BY IT OUR UNDER ITS CONTROL:-

Sr.No	Category of the document	Procedure to obtain the document
1	2	3
1	Bank pass Books	Kumari Upasna, Sr. Assistant
2	Service Book	Kumari Upasna, Sr. Assistant
3	Personal files	Kumari Upasna, Sr. Assistant
4	Diary and Dispatch Register	
5	Bill Register	Kumari Upasna, Sr. Assistant
6	Book of drawl register	Kumari Upasna, Sr. Assistant
7	DCR	
8	Cash-Books	Kumari Upasna, Sr. Assistant
9	Admission register	Neelam
10	Demand Book	Rakesh Kumar, Group Instructor
11	Placement Record	Parveen Kumar, Group instructor
12	Trainees Result	Neelam, JOA(IT)
13	Vehicle log book ( where vehicle is available	Parveen Kumar, Group instructor
14	Duty attendance	Sanjeev Kumar, Suptt.
15	RTI Register	Kumari Upasna, Sr. Assistant
16	Vidhan Sabah Question Register	Kumari Upasna, Sr. Assistant
17	Files related to budget, correspondence	Kumari Upasna, Sr. Assistant
18	Files & Documents related to building, Academic, Examination DET	Neelam, JOA(IT)
19	Files related to Procurement/Tender/stocks register such as permanent stock register, raw material register, sub-stock register , indent book work order ,store return book	Ramesh Kumar, DEO
20	Files related to Governing Body Meeting.	Harish Kumar, DEO
21	Files related to trainees counselling.	Neelam, JOA(IT)
22	Files related to Hostel .etc.	Ram Dev, Trainer

Sumit

Principal  
Industrial Training  
Bilaspur, Distt. Bilaspur

Sanction 4(I)(b)(vi)

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

-Not Applicable-

Sanction 4(I)(b)(viii)

Boards, Councils, Committee & Other Bodies Constituted

1. Institution Management Committee.

Sr. No	Officials of ITI	Act As
1	Sh. Suneel Kumar Patial, Principal	Member Secretary
2	Sh. Rakesh Kumar, Group Instructor	Member

2. Hostel management Committee.

Sr. No	Officials of ITI	Act As
	Hostel is not in working	

3. Anti-ragging Committee.

Sr. No	Officials of ITI	Act As
1	Sh. Suneel Kumar Patial, Principal	Chair Man
2	Sh. Rakesh Kumar, Group Instructor	Member -1
3	Kumari Upasna, Senior Assistant	Member -2
4	Smt. Arti Puri, Trainer Stenography	Member -3

4. Quarters Allotment Committee.

Sr. No	Officials of ITI	Act As
1	Sh. Suneel Kumar Patial, Principal	Chair Man
2	Sh. Rakesh Kumar, Group Instructor	Member -1
3	Kumari Upasna, Senior Assistant	Member -2
4	Nominated official from G ITI (W) Bilaspur	Member-3

*Summ*  
Principal  
Govt. Industrial Train  
Bilaspur, Distt. Bilaspur

5. Sexual Harassment Committee/Women cell.

Sr. No	Officials and Designation	Act As
1	Sh. Suneel Kumar Patial, Principal	Chair Man
2	Sh. Praveen Kumar, Group Instructor	Member -1
3	Kumari Upasna, Senior Assistant	Member -2
4	Smt. Arti Puri, Trainer Stenography	Member-3

6. Student welfare Fund Committee.

Sr. No	Name of Committee member	Designation
1	Sh. Suneel Kumar Patial, Principal	Chair Man
2	Sh. Praveen Kumar, Group Instructor	Member -1
3	Sh. Rajesh Kumar, Instructor COPA	Member -2
4	Smt. Arti Puri, Trainer Stenography	Member-3

**7. Purchase committee of the institute.**

Sr. No	Officials of ITI	Act As
1	Sh. Suneel Kumar Patial, Principal	Chair Man
2	Sh. Praveen Kumar, Group Instructor	Member -1
3	Sh. Ramesh Kumar, DEO	Member -2
4	Nominated Trade Expert	Member-3

**8. Physical Verification committee.**

Sr. No	Employee & Designation	Act As
1	Sh. Praveen Kumar, Group Instructor	Chairman
2	Sh. Ramesh Kumar, DEO	Member

**9. Electoral Literacy Club (ELC)**

Sr. No	Name of Committee members	Designation /Trade	Duty Assign
1	Sh. Praveen Kumar	Group Instructor	Chairman
2	Smt. Neelam	JOA(IT)	Member

**10. Admission Committee.**

Sr. No	Name of Committee members	Designation
1	Sh. Praveen Kumar	Group Instructor
2	Sh. Rajesh Kumar	Instructor
3	Sh. Ram Ratan Sharma	Instructor
4	Sh. Gian Chand	Instructor
5	Sh. Mast Ram	Instructor
6	Sh. Anoop Kumar	Instructor
7	Sh. Raj Kumar	Instructor
8	Sh. Narender	Instructor
9	Sh. Praveen Kumar	Clerk
10	Smt. Neelam Kumari	JOA(IT)
11	Sh. Ram Dev	Instructor
12	Sh. Harish Kumar	DEO

**Sanction 4(I)(b)(ix)**

**Directory of Officers and employees:-**

Sr.No	Name of the staff member (Sh./Smt.)	Designation	Office Ph.No	Email
1	2	3	4	5
1	Suneel Kumar Patial	Principal	8894660500	Pplitiblp2gmail.com
2	Rakesh Kumar	Group Instructor	9459841265	Rakeshauto77@gmail.com
3	Praveen Kumar	Group Instructor	9418360260	peekaydhiman@gmail.com
4	Sanjeev Kumar	Supdt.Gr-II	9418041710	Sk5644812@gmai.com
5	Ram Ratan Sharma	Instructor	9459919677	ramansh123@gmail.com
6	Rajesh Kumar	Instructor	7018224720	rajeshkaushal01@gmail.com
7	Gian Chand Sankhyan	Instructor	9857851633	gsankhyaniti@gmail.com

Principal  
Govt. Industrial Train  
Bilaspur, Dist. Bilaspur

*Sumit*

8	Nitin Sharma	Instructor	9418463147	<a href="mailto:nitinnadda@gmail.com">nitinnadda@gmail.com</a>
9	Mast Ram	Instructor	9857370701	<a href="mailto:Shandilmastram@gmail.com">Shandilmastram@gmail.com</a>
10	Anil Kumar	Instructor	9418083544	<a href="mailto:anilthakuriti@gmail.com">anilthakuriti@gmail.com</a>
11	Raj Kumar	Instructor	7018242435	<a href="mailto:droove2010@gmail.com">droove2010@gmail.com</a>
12	Anoop Kumar	Instructor	9736883466	<a href="mailto:Sharma.anoop85@gmail.com">Sharma.anoop85@gmail.com</a>
13	Kumari Upasna	Sr.Assistant	9625995303	<a href="mailto:upasnagpt27@gmail.com">upasnagpt27@gmail.com</a>
14	Praveen Kumar	Clerk	9418304774	
15	Neelam	JOA	9418860498	<a href="mailto:neelamrathour498@gmail.com">neelamrathour498@gmail.com</a>
16	Seema devi	Peon	8629011045	
17	Ram Dev	Trainer	8219498071	<a href="mailto:Ramdev12506@gmail.com">Ramdev12506@gmail.com</a>
18	Narender	Trainer	9817446521	<a href="mailto:Nareder89@gmail.com">Nareder89@gmail.com</a>
19	Arti Puri	Trainer	8278836891	<a href="mailto:artipuri796@gmail.com">artipuri796@gmail.com</a>
20	Lalit Kumar	Trainer	9625859166	<a href="mailto:lalitchennai89@gmail.com">lalitchennai89@gmail.com</a>
21	Gaurav Kumar	Trainer	8219334379	<a href="mailto:Gaurav06973@gmail.com">Gaurav06973@gmail.com</a>
22	Arun Kumar	Trainer	9817641825	<a href="mailto:sharmaarun41825@gmail.com">sharmaarun41825@gmail.com</a>
23	Harish Kumar	DEO	9459094443	<a href="mailto:Hks.harish12@gmail.com">Hks.harish12@gmail.com</a>
24	Ramesh Kumar	DEO	8219831326	<a href="mailto:rk20229@gmail.com">rk20229@gmail.com</a>
25	Aakash Kumar	Sweeper Cum Mali	9736010777	
26	Sunil Kumar	Sweeper Cum mail	8894955741	
27	Raj Pal	Security Guard	7807564829	
28	Raman	Chowkidaar	8580829122	

Sanction 4(i)(b)(x)

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

Sr. No	Name Officer/official	Designation	Pay Scale ( As per Civil Services Revised pay Rules 2022)
1	Suneel Kumar Patial	Principal	48,700-1,54,300
2	Rakesh Kumar		43,000-1,36,000
3	Praveen Kumar		43,000-1,36,000
4	Sanjeev Kumar		43,000-1,36,000
5	Ram Ratan Sharma		38,500-1,22,700
6	Rajesh Kumar		38,500-1,22,700
7	Gian Chand Sankhyan		38,500-1,22,700
8	Nitin Sharma		38,500-1,22,700
9	Mast Ram		38,500-1,22,700
10	Anil Kumar		38,500-1,22,700
11	Raj Kumar		38,500-1,22,700
12	Anoop Kumar		38,500-1,22,700
13	Kumari Upasna		38,500-1,22,700
14	Praveen Kumar		20,200-64,000
15	Neelam		20,600-65,500
16	Seema devi		18,000-56,900
17	Ram Dev		16,215 Fix
18	Narender		16,215 Fix

*Suman*

Principal  
Govt. Industrial Training  
Bilaspur, Distt. Bilaspur

19	Arti Puri		16,215 Fix
20	Lalit Kumar		16,215 Fix
21	Gaurav Kumar		16,215 Fix
22	Arun Kumar		16,215 Fix
23	Harish Kumar		19,402 Fix
24	Ramesh Kumar		19,402 Fix
25	Aakash Kumar		17,284 Fix
26	Sunil Kumar		17,284 Fix
27	Raj Pal		24,293 Fix
28	Raman		400 Per Day

**Sanction 4(I)(b)(x)**

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

**Budget Availability Reports**

**Financial year 2024-2025**

Sr. No	Object Code Description	Amount allocated
1	Salary (01)	1,40,00,000
2	Wages (02)	2,27,800
3	TA (03)	4,683
4	OE (05)	4,00,000
5	Medical reimbursement (06)	29,816
6	Medical reimbursement (19 Retirees)	1,99,846
7	Motor Vehicle (30)	1,50,000
9	M&S (33)	1,23,498

**Sanction 4(I) (b) (xii)**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Not Applicable

**Sanction 4(I) (b) (xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**

Not Applicable

**Sanction 4(I) (b) (xiv)**

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

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

**Sanction 4(I) (b) (xv)**

*Suom*  
Principal  
Govt. Industrial Training Inst  
Bilaspur, Distt. Bilaspur (H.P.)

**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.

**Sanction 4(I) (b) (xvi)**

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

**INFORMATION OFFICERS:-**

Sr.no	Name	Designation	Phone No	E-mail
1	Suneel Kumar Patial	Principal (APRO)	8894660500	pplitiblp@gmail.com

  
Principal  
Govt. Industrial Training Institute  
Bilaspur, Distt. Bilaspur (H.P.)174001