

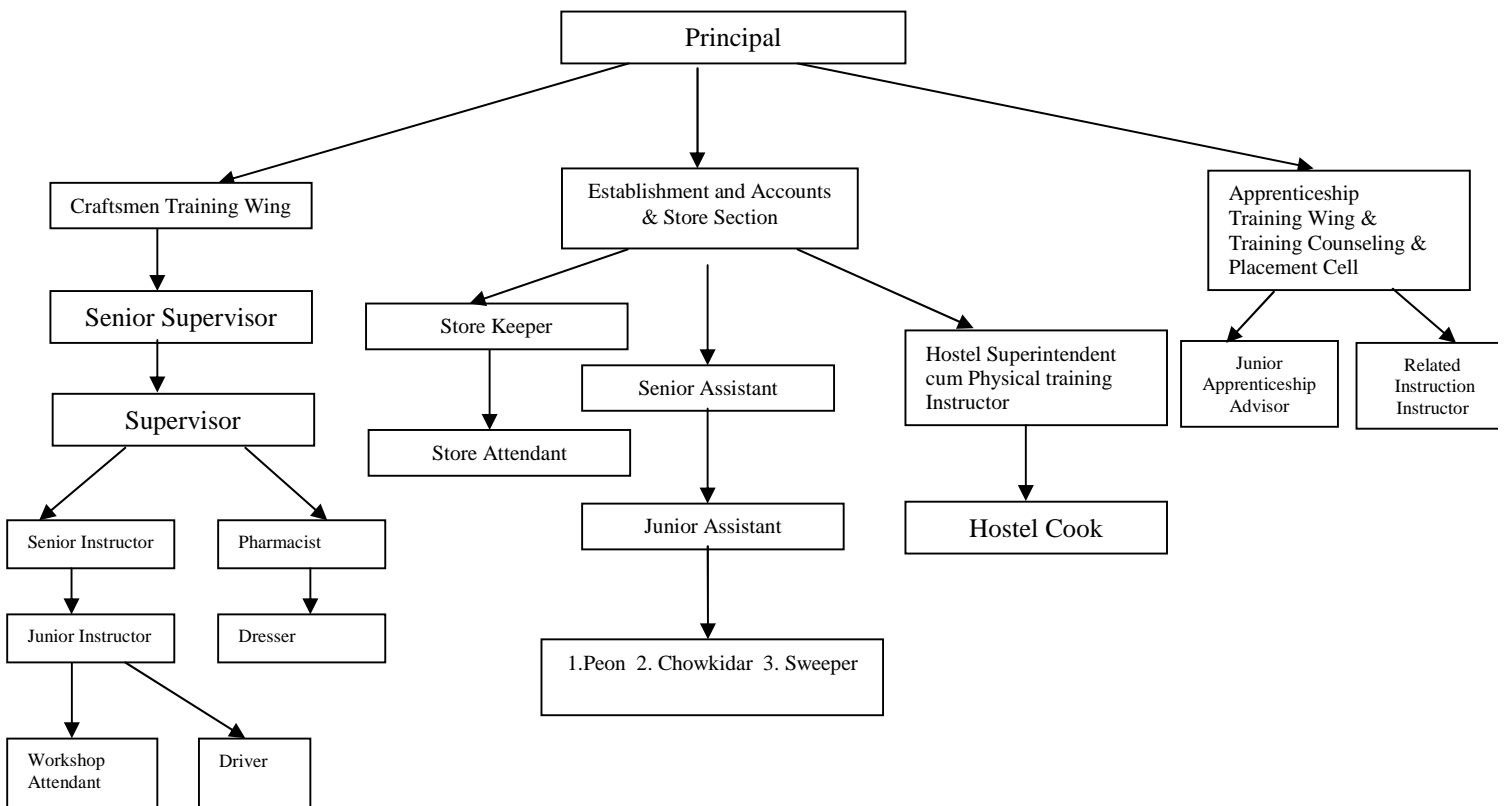
“RIGHT TO INFORMATION ACT 2005”

INFORMATION HAND BOOK OF THE INDUSTRIAL TRAINING INSTITUTE, TINSUKIA, ASSAM

Name of the Organization: INDUSTRIAL TRAINING INSTITUTE, TINSUKIA, ASSAM

(I) The particulars of its organization, functions and duties:

Organizational Structure



Name of the Establishment: Industrial Training Institute, Tinsukia, P.O. Borguri, Dt. Tinsukia, Assam.

This Institute functions under the administrative control of the Directorate of Employment & Craftsmen Training (DE&CT), Assam P.O. Rehabari, Guwahati-8 under the Labour & Employment Deptt. Govt. of Assam.

This institute was established in the year 1964. Since its inception, this institute is imparting training under the craftsmen Training Scheme of National Council of Vocational Training (NCVT)/ State council of Vocational Training (SCVT) as per norms & standard laid down time to time by the Directorate General of Employment & Training (DGE&T), Govt. of India.

The objectives of the training scheme are:-

1. to ensure a steady flow of skilled workers in different trades for the industry.
2. to raise the quality & quantity of industrial production by systematic training of workers
3. to reduce unemployment among the educated youth by equipping them for suitable industrial employment.

This institute also arranges apprenticeship training to the passed out trainees under the Apprenticeship Act 1961 at the establishments which comes under the purview of the Act.

This institute also conducts short term modular employable skill courses under skill development initiative of Govt. of India.

This institute also conducts different training courses for in service employees of different industries as per the need of the industries.

This institute is being upgraded under its IMC headed by Industry Partner (TI Ford) into a centre of excellence by the loan from Govt. of India under PPP Scheme from the session August 2008.

The admission of trainees are provided on merit basis amongst from the eligible applicants who are permanent residents of Assam & as per the state-wide advertisement for the same made by the (DE&CT), Assam, time to time.

(ii) The powers and duties of its officers and employees:

Principal

The power and responsibilities of the Principal is to act as Head of the Institute & to function under the administrative control of the Director of Employment & Craftsmen Training (DE&CT), Assam. He is to carry out all the Govt. instructions as may be issued to him time to time.

Subordinate Officials

Sr. Supervisor:

He is to maintain proper coordination in all sections of the institute so that training programme is carried out effectively. He is to carry out any additional work entrusted to him by the Principal.

Supervisor:

He is to assist the Sr. Supervisor for the works as instructed to him time to time. He is to carry out any additional work entrusted to him by the Principal.

Instructors

The duties of the Instructors are to conduct the training classes of the trainees of this institute as per syllabus of a trade/course. He is to carry out any additional work entrusted to him by the Principal.

Hostel Superintendent cum Physical Training Instructor:

He is responsible for imparting physical training to the trainees, to look after the boys' hostel affairs of this institute. He is to carry out any additional work entrusted to him by the Principal

Junior apprenticeship Adviser:

He is responsible for arrangement of apprenticeship training in different industries where the facilities exist under the Apprenticeship Act 1961. He is to carry out any additional work entrusted to him by the Principal.

Store keeper:

He is responsible for timely procurement & issue of training materials, office stationeries required for the institute. He is to carry out any additional work entrusted to him by the Principal.

Office staffs:

They are responsible for all kinds of establishment section accounts section works, keeping office records of their section in their safe custody, receipt & despatch of letters, documents related to this institute. They are to carry out any additional work entrusted to him by the Principal.

Pharmacist/ Dresser:

They are responsible for providing medical first aid to the trainees as well as staffs as & when the need arises. They are to carry out any additional work entrusted to him by the Principal.

Gr-IV staffs:

They are responsible for all kinds of menial works related to this institute & as & when instructed to them for performing the same. They are to carry out any additional work entrusted to them by the Principal.

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

All the subordinate staffs Process the cases with reference to the existing rules and procedures in force and put up to the same to the Principal through Sr. Supervisor in the matter of trainees & through the Sr. assistant in case of establishment, training & accounts section matters. The Sr. Supervisor & Senior Asstt. after further examination of the cases put up to the Principal. The Principal is the final authority for decision. The staff and officials are accountable for their work.

(iv) The norms set by it for discharge of its functions:

Due to shortage of staffs/officials in comparison to work load of the ITI Tinsukia, the norms of its function are not yet set at present. However, the staffs/officials have been discharging their duties more than norms.

(v) The rules, regulations, instructions, manuals and records held by it or its control or used by its employees for discharging its functions:

The employees discharges their duties following rules mentioned below besides the Govt. instructions issued from time to time.

- 1) F.Rs and SRs.
- 2) A.F.Rs.
- 3) Treasury Rules.
- 4) Assam Services (Pension) Rules, 1969.
- 5) Assam Services (Commutation of Pension) Rules, 1965
- 6) DGE&T Training manual

- (vi) **A statement of categories of documents that are held by it or under its control:**
 1) Records of Receipts of any communication to this institute received from the Head of department, from members of the public, from the trainees, etc.
 2) Issue of records of any communication made from this institute to the Head of department, to members of the public, to the trainees, etc.
- (vii) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public to the formulation of its policy or administration thereof:**
 The Principal hears the grievances of the trainees, Guardians of the trainees, members of the public or through their representatives as and when they approach and decision taken as per the existing rules immediately.
- (viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**
Does not arise.
- (ix) **A Directory of its officers and employees:**
 As per Annexure-I
- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:**
 Scale of Pay of the Officers and staff are shown at Annexure-I
- (xi) **Budget Provision for the year, 2014-15.**
 Salary Rs. 1,21,75,000.00 Non-Salary Rs.5,96,000.00 (Non Plan)
 & Non-Salary (Plan) NIL
- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**
 Does not arise.
- (xiii) **Particulars of recipients of concessions, authorizations granted by it:**
 Does not arise.
- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**
 Detailed information about ITI Tinsukia will be available in the **Website: www.dectassam.info**.
- (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:**
 Information may be obtained during the office hours in the time period fixed for the purpose after depositing fees as prescribed by the Govt. vide Notification No.AR.78/2005/91, dated 07/10/2005 on submission of a petition address to the Public Information Officer of this Institute along with the fees for the purpose..
- (xvi) **The names, designations and other particulars of the Public Information Officers:**
 Sri Sushil Baruah, Sr. Asstt., Public Information Officer, O/O the Principal, Industrial Training Institute, Tinsukia, P.O. Tinsukia -786126 Dt. Tinsukia, Assam.
- (xvii) **Other information:** This institute has been proposed to be computerized and after installation of the system the information can be stored in electronic system & hence can be obtained online.

SOME USEFUL INFORMATION.:

THE PUBLIC INFORMATION OFFICER OF THIS OFFICE WILL MAINTAIN A REGISTER ON THE NUMBER OF APPLICATIONS RECEIVED FROM THE MEMBERS OF THE PUBLIC, SEEKING INFORMATION UNDER THE RTI ACT 2005. THE REGISTER WILL BE MAINTAINED DATEWISE. APPLICATIONS SUBMITTED WILL BE MAINTAINED CHRONOLOGICALLY BY THE PUBLIC INFORMATION OFFICER AND EACH APPLICATION WILL BEAR A GIVEN NUMBER AND DATE WHICH WILL BE NOTED ON THE RECEIPT AND THEN WILL BE HANDED OVER TO THE CONCERNED APPLICANT FOR MAKING FUTURE REFERENCES.

NAMES AND DESIGNATION OF THE INFORMATION OFFICERS OF THE ITI Tinsukia.

- 1. Sri Sushil Baruah,
Sr. Asstt.,** **Public Information
Officer,**
- 2. Sri A.K.Nag
Principal** **First Appellate Authority.**

Directory of its officers and employees of ITI Tinsukia

Sl. No.	Name of Staff & Designation	Pay Scale	Sl. No.	Name of Staff & Designation	Pay Scale	Sl. No.	Name of Staff & Designation	Pay Scale
1	Sri A. K. Nag Principal	Rs. 12,000/- to Rs. 40,000/+ GP Rs.6,100/	16	Sri K. Sonowal Instructor, carpenter	5200/- to Rs. 20,200/+ GP Rs.2700/	31	Sri G.K. Das Jr. Asstt	Rs.5,200/- to Rs. 20,200/+G P Rs.2,200/
2	Sri K. Sarma Sr. Instructor, Inst. Mech.	Rs.5,200/- to Rs. 20,200/+ GP Rs.3,300/	17	Ms M. Dihingia Instructor, Stenography(E)	DO	32	Sri P. Baruah	DO
3	Sri P. Dutta Sr. Instructor Ws/Cal. & Sc.	DO	18	Sri B.D. Roy Instructor, COPA	DO	33	Sri J. Harika O/Peon	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,600/
4	Sri S. Bora, Instructor, Draughtsman Mechanical	Rs. 5200/- to Rs. 20,200/+ GP Rs.3,000/	19	Sri A. Das Instructor, Fitter	DO	34	Sri B. B. Chetry O/Peon	DO
5	Sri D. Dutta Instructor, Turner	DO	20	Sri H.N. Laskar Instructor, MMV	DO	35	Sri B. Acharjee H/Cook	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,500/
6	Sri D. Biswas Instructor, Fitter	DO	21	Sri K. Choudhury Instructor, IT&ESM	DO	36	Sri R. Sarma H/Cook	DO
7	Sri R. Sonowal Instructor, MMV	Rs. 5200/- to Rs. 20,200/+ GP Rs.2,900/	22	Sri B.J. Das Instructor, Lab. Asstt	DO	37	Sri A. Seal N/Chowkidar	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,800/
8	Sri K. Sarma Instructor, Electrician	DO	23	Sri J.B. Chetry W/S Attdt.	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,800/	38	Sri S. Gohain Chowkidar	DO
9	Sri B.D. Adhikari Instructor, Welder(G&E)	DO	24	Sri R. Kumbhakar W/S Attdt.	DO	39	Sri S. N. Boruah Chowkikar	DO
10	Sri R. Khound Instructor, Machinist	DO	25	Md. Lokman W/S Attdt.	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,600/	40	Sri B. Basfor	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,500/
11	Sri N.K. Das Instructor, Wireman	DO	26	Sri B.R. Baruah W/S Attdt.	DO	—	—	—
12	Sri A. Baishya. Instructor, Welder (G&E)	DO	27	Sri B. Gogoi W/S Attdt.	DO	—	—	—
13	Sri T. Gogoi Instructor, F&HT	DO	28	Sri S. Shyam Store Keeper	Rs.5,200/- to Rs. 20,200/+ GP Rs.2,200/	—	—	—
14	Sri N. Choudhury Instructor, R&AC	DO	29	Sri P.K. Sarma S/Attdt	Rs.4,560/- to Rs. 15,000/+ GP Rs.1,800/	—	—	—
15	Ms Baby Das Instructress E/D	DO	30	Sri S. Boruah Sr. Asstt.	Rs.5,200/- to Rs. 20,200/+ GP Rs.3,000/	—	—	—