

**ADMINISTRATION OF DAMAN & DIU (U.T.)
INDUSTRIAL TRAINING INSTITUTE, DAMAN
OFFICE OF THE PRINCIPAL
RINGANWADA, NANI DAMAN.**

RIGHT TO INFORMATION ACT – 2005.

4.(1) Every Public Authority shall :

(b) Publish within one hundred and twenty days from the enactment of this Act :-

(i) The particulars of its organization and their functions and duties :

The Industrial Training Institute, Daman was established in the year 1978 by the then erstwhile Govt. of Goa, Daman & Diu in the year 1978 at Daman and in the year 1980 at Diu.

The Industrial Training Institute, Daman & Diu functioning 04 continuous Schemes as under:

1) Craftsmen Training Scheme (Continuing Scheme) :

The Craftsmen Training Scheme was introduced by the Government of India in 1950 to ensure a steady flow of skilled workers in different trades for the Domestic Industry, to raise the quantity and quality of Industrial production by systematic training of workers and to reduce unemployment among the educated youth by equipping them for suitable industrial employment.

2) Apprenticeship Training (Continuing Scheme) :

The various skill needed for the industries were also identified. It is could not meet the skill requirements of the industries as the No. of trades in which the trained manpower

available was limited and hence to meet the requirements of the industries, Govt. of India launched the Apprenticeship Training to utilize the facilities of the industries for training purpose.

This is implemented by the U.T. Administration of Daman & Diu with effect from 1992. Only those of the candidates will be allowed to appear as private candidates who have already acquired the NTC under Craftsmen Training Scheme.

The Apprenticeship Trainees stipend paid by concern Industry Rs. 3000/- per Trainees but Government rates by Rs. 1450/-

3) **Institute Development Plan under Vocational Training Improvement Project with World bank Assistance at ITI, Daman :**

The Scheme was started in March'2009 and Administration have selected five trades for up-gradation. Introduction of advance technology training with advanced Machinery & Equipments. On implementation of the scheme the work force of the Industries are increased with skilled workers and better Technology know how in the field of production.

4) **Skill Development Initiative Scheme :**

The Institute has also proposed to start a New Scheme as upgradation of Labour force in Industries for which the entire scheme will be operated by the Administration such as conduct of Training, conduct exams and issue of Certificates (for school dropout children, House wife and workers from the Industry).

(II) **The powers and duties of its officers and employees :**

The Principal, HO/DDO in respect of this Department who has been delegated Financial Powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Admission Academic control in respect of students. Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules.

Duties of Officers / Employees :

(a) Group Instructor :-

- Proper co-ordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections.
- The tests are regularly carried out the trainees work is correctly assessed and proper record is kept in the progress cards.
- Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.
- Safety precautions are observed in the workshop and
- The sections function strictly according to the time schedule laid down and proper discipline maintained.
- The Group Instructor will also conduct model lesions in his own or connected subjects.
- The Group Instructor will also carry out any additional work assigned to him by the Principal.

(b) Craft Instructor :-

- Taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises.
- Maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions.
- Checking and correcting of theory notes, practical work and journals of trainees.
- Preparing charts, drawing and other visual aid material for the section.
- Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.
- Requisitioning of tools and raw materials required for the section.
- Ensuring close relationship with the trainees; and
- Attending to leave applications of trainees.

(c) Store Keeper :-

- The prepare the indent of Requirement of Consumable / Stores and Stationery required by the Institute.
- The items required to be purchase is to be calculated on its Annual requirement as per the Job wise.
- Floating of Tenders and after opening to do all the formalities of purchases.
- The complete stores are required to be purchased and stocked and maintenance of proper books of stocks, such as Dead stock Books, consumable books and stationery Registers.
- The Store Keeper will have to do all the accounting items if purchase till the issue of items such as obtaining issue indent purchase till the issue of items such as obtaining issue indent and making the necessary entry of items issued.
- The Store Keeper will also have to be in-charged to see the maintenance work of the machinery of the section to see that it is maintained in good running condition, and maintenance of Annual Contract records.
- The Store Keeper will have to present to the Audit all the records of purchase made with the proper book of records

(d) Upper Division Clerk :-

- To attend to all the correspondence of the Institute from the Administration as well as from.
- To submit all the records and reports from time to time.
- The UDC has also to maintain all the accounts Registers such as Pay Registers, Cash Book, Allowances Registers and other Register pertaining to Accounts such as Challan Register, Caution Money Deposit Register etc.
- The UDC has also to submit the necessary information of kthe Institute to the Administration and to the Ministry such as Inspection Reports, Affiliation Reports etc.

- The UDC is also required to prepare Pay bill of the staffs and of the Head of Office and maintain the records.
- The UDC has also to keep the files records pertaining to Administration, Establishment and Training section of the Institute.
- The UDC has also to assists the Principal of the Institute in its day to day working and smooth functioning of the Institute.

- **Lower Division Clerk :**

- The duties of Lower Division Clerk is mainly to assists in the smooth functioning of the office.
- All the dispatch and receipts of the Tapal has to be recorded in the outward and Inward books. The dispatch of Tapal should be entered in the Section Dairy of the section and dispatched outside the office to be entered in the Peon books, this main duties is to keep proper records of all Inwards and outward Tapal.
- The other duties of the LDC is to keep the records such as stationery receipts and issues. Library of the office and also in purchase of items maintenance of records of items such as Deadstock of Items.
- The LDC has also to carry out correspondences pertaining to the office matters, acquainted with Drafting, Typing or work done on Computer and to be printed out.
- The LDC is also required to keep all the files records and do the filing work of the office correspondence.
- The LDC are also required to do Accounts works of the Institute, such as preparation of Salary bills, credits of Challan, and maintenance of all the Accounts Register such as Pay Register, Cash Books and other Register.

(e) Workshop Attendants :

- The main duties of the workshop Attendant is for maintenance and cleanliness of the section.
- The Workshop Attendant has also to assisting the concerned Instructor during the conduct of practical's, such to assists to carry out necessary marking and placement of records in proper place.
- The workshop Attendant has also to assists during the conduct of Theory Classes, preparation of classrooms, keeping the Trainees with proper discipline.
- The main duties are to keep as strict watch of the section to see that no damage is caused to the section and especially to take care of safety of Items that nothing is missing from the section.
- The workshop Attendant shall also help the Trainees in case of any injury as accident caused in the section.
- Maintenance of all tools & Equipments and Machineries should on monthly basis be oiled, Greased and cleaned for the use in the long run.

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

This Department is under the control of the Secretary (Tech. Education). The Department is not independently making decisions relating to the public issues and for better supervision and accountability, the Special Secretary / Director (Tech. Education) is in the channel of Industrial Training Institute, Daman.

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

Norms as prescribed by Directorate General Employment & Training, New Delhi for teaching scheme, target and achievements are being fixed for teaching and monitoring the same periodically for its effective implementation.

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

Rules and regulation are fixed for each scheme by Ministry of Labour & Employment, New Delhi and the function for each scheme is being carried out.

(VI) **A statements of the categories of documents that are held by it ir under its control :**

No specific documents are held by the Department.

(VII) **The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :**

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authority.

(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 advice. And as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public :**

No such bodies constituted by the Principal, Technical Training Institute, Daman.

(IX) **A directory of its officers and employees :**

The Directory of Officers and employees of the Department is as below :

INDUSTRIAL TRAINING INSTITUTE, DAMAN.**DIRECTORY OF OFFICERS & EMPLOYEES.**

Sr. No.	Name of the Incumbent	Designation	Date of Joining	Contact No.
01.	Shri M. C. Patel	Group Instructor	29/08/1978	8000123074
02.	Shri I. B. Patel	Craft Instructor (R&Ac.)	5/4/1994	9898288822
03.	Shri R. F. Patel	Craft Instructor (Fitter)	2/8/1982	9879675107
04.	Shri Edwin Mendonca	Craft Instructor (Electronics)	7/10/1997	9825680748
05.	Shri D. J. Tandel	Craft Instructor (Fitter)	1/3/1975	9099120334
06.	Shri J. S. Tandel	Craft Instructor (PPOT)	9/6/1980	9998316867
07.	Shri D. M. Prajapati	Craft Instructor (Turner)	3/01/1997	9925126916
08.	Smt. P. A. Palekar	Craft Instructor (C & S)	25/08/2006	9558824267
09.	Shri R. N. Patel	Craft Instructor (Electrician)	15/07/2010	9904940001
10.	Shri D. V. Fulbaria	Craft Instructor (Electrician)	14/07/2010	9904304173
11.	Shri P. D. Rathod	Drawing Instructor	1/12/1981	9974318265
12.	Shri P. P. Raval	Maths Instructor	27/01/1999	9925300913
13.	Shri S. D. Patel	Craft Instructor (Welder)	16/02/1981	9879057988
14.	Shri J. J. Baria	Craft Instructor (Fitter)	18/01/2013	
15.	Shri Devang R. Patel	Store Keeper	11/03/2003	9427864230
16.	Smt. V. D. Mohadikar	UDC	06/04/1990	9687487905
17.	Smt. Sonal T. Beladi	LDC	11/04/2011	9825815719
18.	Shri K. K. Patel	Store Attendant	17/10/1997	9879172165
19.	Shri A. V. Dhodi	Workshop Attendant	29/04/1980	---
20.	Shri L. B. Patel	Workshop Attendant	29/04/1980	7874198373
21.	Shri M. F. Halpati	Workshop Attendant	20/02/1981	9429144741
22.	Shri M. G. Tandel	Hamal	05/07/1999	9727562235
23.	Shri D. G. Patel	Watchman	07/04/2011	9925055395
24.	Shri Sanju K. Mitna	Sweeper	11/06/2012	9624020600

(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

Monthly remuneration received by Officers and employees is as under:

INDUSTRIAL TRAINING INSTITUTE, DAMAN.

MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES

Sr. No.	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01.	Shri M. C. Patel	Group Instructor	9300 – 34800 + GP; 4600	Rs. 48800/-
02.	Shri I. B. Patel	Craft Instructor (R&Ac.)	9300 – 34800 + GP; 4200	Rs. 38522/-
03.	Shri R. F. Patel	Craft Instructor (Fitter)	9300 – 34800 + GP; 4200	Rs. 39559/-
04.	Shri Edwin Mendonca	Craft Instructor (Electronics)	9300 – 34800 + GP; 4200	Rs. 38559/-
05.	Shri D. J. Tandel	Craft Instructor (Fitter)	9300 – 34800 + GP; 4200	Rs. 50134/-
06.	Shri J. S. Tandel	Craft Instructor (PPOT)	9300 – 34800 + GP; 4200	Rs. 46075/-
07.	Shri D. M. Prajapati	Craft Instructor (Turner)	9300 – 34800 + GP; 4200	Rs. 39214/-
08.	Smt. P. A. Palekar	Craft Instructor (C & S)	9300 – 34800 + GP; 4200	Rs. 30751/-
09.	Shri R. N. Patel	Craft Instructor (Electrician)	9300 – 34800 + GP; 4200	Rs. 27457/-
10.	Shri D. V. Fulbaria	Craft Instructor (Electrician)	9300 – 34800 + GP; 4200	Rs. 27457/-
11.	Shri P. D. Rathod	Drawing Instructor	9300 – 34800 + GP; 4200	Rs. 45365/-
12.	Shri P. P. Raval	Maths Instructor	9300 – 34800 + GP; 4200	Rs. 37885/-
13.	Shri S. D. Patel	Craft Instructor (Welder)	9300 – 34800 + GP; 4200	Rs. 48425/-
14.	Shri Devang R. Patel	Store Keeper	5200 -20200 + GP;2400	Rs. 22324/-
15.	Smt. V. D. Mohadikar	UDC	5200 -20200 + GP;2400	Rs. 26619/-
16.	Smt. Sonal T. Beladi	LDC	5200 -20200 + GP;1900	Rs. 15193/-
17.	Shri K. K. Patel	Store Attendant	5200 -20200 + GP;1800	Rs. 23855/-
18.	Shri A. V. Dhodi	Workshop Attendant	5200 -20200 + GP;1800	Rs. 23691/-
19.	Shri L. B. Patel	Workshop Attendant	5200 -20200 + GP;1800	Rs. 21981/-
20.	Shri M. F. Halpati	Workshop Attendant	5200 -20200 + GP;1800	Rs. 22599/-

21.	Shri M. G. Tandel	Hamal	5200 -20200 + GP;1800	Rs. 19032/-
22.	Shri D. G. Patel	Watchman	5200 -20200 + GP;1800	Rs. 13885/-
23.	Shri Sanju Mitna	Sweeper	5200 -20200 + GP;1800	Rs. 13503/-

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :

The required details for the Financial year 2012-13 & 2013-14 are as under :

	Major Head of Account		Sanctioned /Grant 2012-13	Sanctioned /Grant 2013-14
(A)	2230 : NON-PLAN			
	Labour & Employment			
	03 : Training			
	003 : Training of Craftsman & Supervisor			
	13 : Daman & Diu			
	13.00.01	- Salaries	7246.21	8000
	13.00.02	- Wages	635.00	800
	13.00.06	- Medical Treatment	0.00	60
	13.00.11	- Domestic Travel Expenses	25.00	60
	13.00.13	- Office Expenses	510.00	550
	13.00.34	- Scholarship / Stipend	230.00	325
(B)	2230 : PLAN			
	Labour & Employment			
	03 : Training			
	003 : Training of Craftsman & Supervisor			
	13 : Daman & Diu			
	13.00.01	- Salaries	1660.00	2500
	13.00.02	- Wages	606.00	760
	13.00.06	- Medical Treatment	0.00	60
	13.00.11	- Domestic Travel Expenses	0.00	25
	13.00.13	- Office Expenses	2040.00	2040
	13.00.50	- Other Charges	2776.00	2000

Major Head of Account	Sanctioned /Grant 2012-13	Sanctioned /Grant 2013-14
NON-PLAN		
4250 : Major Head : Capital Outlay on Other Social Services 800 : Other Expenditure 01 : Purchases		
01.00.52 - Machinery and Equipments	800	900
PLAN		
4250 : Major Head : Capital Outlay on Other Social Services 800 : Other Expenditure 01 : Purchases		
01.00.52 - Machinery and Equipments	1000	1200

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

Presently Stipend is Rs. 100/- per month for General Category and Rs. 150/- per month for Reserve Category i.e. SC/ST is paid by the U.T. Administration to all trainees of both Govt. Industrial Training Institute.

(XIII) Particulars of recipients of concessions, permits or authorizations granted by it :

There is no recipient of concession, permit or authorization provided by this Department.

(XIV) Details in respect of the information, available to or held by it, reduced in and electronic form :

The design of web portal is under process.

(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 :

There are no facilities available with this department.

(XVI) The names, designations and other particulars of the Public Information Officers :

The Head of Office i.e. Shri is the Public Information Officer in respect of Industrial Training Institute, Daman as notified by the Administration.

(XVII) Such other information as may be prescribed :

The Industrial Training Institute, Daman was established in the year 1978 by the then erstwhile Govt. of Goa, Daman & Diu in the year 1978 at Daman and in the year 1980 at Diu in the Sixth Five Year Plan. And till the XIIth Five Year Plan the No. of Trades has been raised to 12.

In the XIth Five Year Plan vast development and expansion activities were carried out in the U.T. of Daman & Diu. A New ITI Complex was constructed for I.T.I. Daman with proper Workshop, Lecturers rooms with facilities of Parking sheds etc.