

# I

The particulars of its organization, functions  
and duties.

# **The particulars of its organization, functions and duties.**

## **Functions and Duties of the Organization**

The Industrial Training Wing of Department of Technical Education and Industrial Training has been entrusted with the responsibility of imparting vocational training to youth in Engineering and non-engineering trades to cater to the needs of industry in respect of skilled workers. There are various schemes under which the vocational Training is being given. Craftsman Training Scheme of Government of India, is being run under the aegis of National Council of Vocational Training which is the apex body at Government of India level for coordinating the development of Vocational Training in the country. Similar to the National Council for Vocational Training at Central level, State Council for Vocational Training at State level is responsible for coordinating an integrated development of Vocational Training. Similarly Apprenticeship Training Scheme is being run as per the guidelines of National apprenticeship Council.

Institute Management Committees (I.M.Cs) have also been set up for Govt. I.T.I.'s to involve the concerned Industry in the day-to-day management of the Institutions. This is to ensure acceptability of the final product by the Industry.

To further improve the quality of training for catering to the changing needs of the Industry, Memoranda of Understanding have also been signed by Industrial Training Institutes & Industry so as to make the human resources of these Institutions acceptable to the Industry.

### **Centre Of Excellence:-**

Centrally sponsored scheme "Up gradation of ITI's into Centres of Excellence" has also been started on a 2005-06 as a 75%:25% sharable scheme. The scheme is covered under World Bank Assisted VTI Project from 1.8.06.

### **Up-gradation of 1396 Govt. ITI's Through Public Private Partnership**

Centrally Sponsored Scheme "Up-gradation of 1396 Govt. ITI's through Public Private partnership was implemented in the financial year

**2007-2008. Under the scheme 40 Govt. Industrial Training Institutes have been approved and interest free loan to the tune of Rs. 50 Crores was released to the concerned IMC's. This is the five years project. Up-gradation of institute will be completed in the next five year accordingly.**

**The Department is headed by Director Technical Education and Industrial Training Punjab. At present there are 287 Industrial Training Institutes working in the department including the ones in private sector. Industrial Training Wing has a total staff strength of 70 Class A, 2315 class B, 377 Class C, 1132 Class D officials/officers in the ITIs and Directorate.**

## **II**

**The Powers and duties of its  
officers and employees.**

# The Powers and duties of its officers and employees.

## Cases to be disposed at the level of Chief Minister:

1. Cases relating to all policy matters.
2. Cases where success of Minister wishes to modify the orders of his predecessor in office.
3. Cases relating to re-employment/extension in service to gazetted officers.
4. Cases relating to Constitution of the State Level Committees/Board/ Corporations and appointment/removal of Chairpersons/Executive Heads of the Boards.
5. Vigilance inquires in respect of Joint Director and above.
6. Opening of new Govt. Engineering Colleges/Polytechnics/ ITI's in the State.
7. Cases in which there is difference of opinion between the Administrative Secretary and the Minister in charge of the Department.

## ii) a. CASES TO BE DISPOSED OF AT THE LEVEL OF MINISTER-IN-CHARGE

### LEGAL AND LEGISLATIVE MATTERS:

1. Proposals relating to Ordinances, Acts, Rules and Regulations including amendments.
2. Annual Administration Reports.
3. Work relating to Assembly and Parliament Questions .
4. Assurances/Promises made by Ministers on the Floor of the House.
5. Approval of periodical reports to be sent to Vidhan Sabha Committees.

### ADMINISTRATIVE MATTERS:

6. Appointments of Group A Officers.
7. Deputation and training abroad of Group A and B officers.
8. Initial appointments of Group A Officers on the recommendations of the Punjab Public Service Commission.

9. All cases including service matters and transfers of Group A Officers regarding completion/ extension of probation period, dispensing with their services during probation period, Confirmation, Promotion, Seniority cases, disciplinary cases involving suspensions and revocation, major and minor penalty, cut in pension, efficiency bar, gratuity, acceptance of registrations etc.
10. Cases relating to appointment/removal of Members of the Board.
11. Finalization of Annual/Five Year Plans of the Department.
12. Disposing of policy matters relating to the affairs of P.T.U.
13. Finalization of Policy relating to the cadre strength of all categories of officers/officials in consultation with F.D. and Personnel Department.
14. Entrusting cases to the Department of Vigilance, Police, Courts and ordering departmental enquires of Group A Officers.
15. Refusal of LPR of Group A Officers.
16. Appeals filed by Group A Officers.
17. Cases regarding creation /abolition of posts.
18. Framing and Amendment of all service rules and fixations of cadre strength of each category of service.
19. Transfers and Postings of Group A Officers.
20. Revision of pay, grant of special pay and personal pay of Group A officers.
21. Appointment on deputation and training of officers, outside India in respect of Group A officers.
22. initial appointment on adhoc basis and extension in adhoc appointment of Group A officers.
23. Requisitions to be placed with Punjab Public Service Commission for the filling up of category A posts and references to be made to it where policy issued is involved.

#### **FINANCIAL MATTERS**

24. Advances from the State Contingency Fund.
25. Cases relating to the recommendations of PAC/Estimates Committees when ripe for final decision.

#### **GENERAL**

26. References required to be sent to the Government of India/ Governor/ Council of Ministers.
27. Opening of I.T.I' s/ Polytechnics/Engineering colleges.

28. Cases involving in relaxation of rules as per provisions of the particular set of rules.
- ii) b. **CASES TO BE DISPOSED of AT THE LEVEL OF PRINCIPAL SECRETARY TO THE GOVERNMENT OF PUNJAB, DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING.**
1. Tour Programme of Director, Technical Education and Industrial Training.
  2. Appeal against orders of Director Technical Education and review of orders of Special Secretary Technical Education.
  3. All other service matters of Category A officer not included in Annexure II.
  4. All matters related to appointment/service matters of category B, C and D official.
  5. Requisition to be placed with Punjab Public Service Commission/ Subordinate service selection Board for the filling up Group B posts.
  6. Purchase of staff cars.
  7. Disposing of matters relating to Punjab State Board Of Technical Education & Industrial Training.
  8. Sanction to file appeals, applications and legal defence in court cases.
  9. Disposing of all routine matters relating to Punjab Technical University.
  10. Clearence of efficiency bar, gratuity and completion of probation period officer where there no adverse entries.
  11. Appointment on deputation to central/state Govt. corporations, Training of officers, officials within India of A category officers not included in Annexure II and all others categories of officers/officials.
  12. Appeals filed by category C officials against order DTE.
  13. Continuance of temporary post in consulation with finance department.
  14. All matters relation to Group B,C and D officials.
  15. All cases of creation/abolition of posts of category B,C and D employees on the advice of Finance Department.
  16. Approval to make notifications under section 4 and 6 for acquisition of land for private parties/ Government, Semi-Government, Corporations/ Organisations.

**ii) c. CASES TO BE DISPOSED OF AT THE LEVEL OF SPECIAL SECRETARY TECHNICAL EDUCATION AND INDUSTRIAL TRAINING**

1. Refusal of LPR to Class-II officers.
2. Reference to be made for requisition to be placed with Punjab Public Service Commission for the filling up of all categories of posts, after approval at the competent level.
3. Sending of periodical reports to Vidhan Sabha Committees.
4. References to P.P.S.C./S.S.S. Board where no policy issue is involved.
5. Sanction of time-barred claims in respect of pay, T.A. etc .of Officers/Officials and reimbursement of legal charges as per rules, for all categories.
6. Submission of plan documents and data to the Department of Planning after the plan has been formulated in consultation with the Secretary Planning.
7. Issuing of sanction after budget has been passed and concurrence of F.D. has been obtained (where the scheme has been rejected by F.D./Planning Department, it will go up to the level of Principal Secretary Technical Education and Industrial Training.
- 8 Filing of affidavits, replies applications, appeals, and petitions on behalf of Government in all courts.
9. Referring cases to L.R. for advice.
10. References to PPSC/SSS Board where no policy is involved.
11. Signing of notification under section 4 and 6 for acquisition of land for privateparties/Government, semi-Government Companies/ Organisation/Corporations.
12. Administrative approval to the excution of scheme when funds are available.
13. Installation / shifting of telephones.
- 14 Purchase of typewriters.
15. Re-imburement of Medical Charges.

**ii) d. CASES TO BE DISPOSED of AT THE LEVEL OF DIRECTOR, DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING, PUNJAB.**

- 1) **Appointing authority in cases of group-B,C & D (Except Group D of field )**
- 2) **To sanction leave travel concession to Group-A (except Additional /Joint Director)**
- 3) **To sanction remuneration to the employees dealing with student fund at the rate prescribed by the Government and norms laid down by it.**
- 4) **To sanction leave encashment after retirement to Group A (Except Additional Director and Joint Director).**
- 5) **To grant DCRG to retirees.**
- 6) **To grant ACP to non-gazetted staff of Directorate and field.**
- 7) **To sanction formal tour programme of Head of the Institution, other gazetted and non- gazetted staff of Directorate and field.**
- 8) **To grant leave to all group-A officers (Except ADIT/JDIT).**
- 9) **To grant causal leave to heads of the institutions.**
- 10) **To grant permission to acquire higher education, to group-A officers.**
- 11) **To issue experience certificate.**
- 12) **To grant permission for concessional bus passes to students of ITI.s.**

#### **Financial Powers**

- 13) **To sanction non-recurring expenditure under PFR rules**
- 14) **To sanction contingent expenditure of a recurring nature under PFR rules upto 10,000/-.**
- 15) **To sanction payment of demurrage charges out of contingencies upto Rs. 3000/-Rs.**
- 16) **To sanction payment of rent for office accommodation under PFR rules upto Rs. 5000/-**
- 17) **To sanction local purchase of Indian manufacture where no rate contracts of the Controller of Stores Punjab exists upto Rs. 1500/-in each case.**
- 18) **To sanction direct purchase of stores from the local market after exhausting all the approved sources of supply and rate contract arranged by the Controller of Store, Pb.**
- 19) **To sanction the purchase of ferro chemicals upto limit of Rs. 1500/- a year for each Ferro Printing office.**
- 20) **To declare the sale and disposal of stores of stock surplus or unserviceable etc. in departments upto Rs. 10000/-.**

- 21) To sanction the writing off of losses, stores etc upto Rs. 10000/-.
- 22) To sanction the grant of non-refundable advance from G.P.Fund to Gazetted and Non Gazetted employees of the deptt.
- 23) To grant/ permit a Govt. employee to receive honorarium.
- 24) To sanction the reimbursement of medical charges of gazetted & non gazetted employees of the deptt. upto Rs. 25000/-
- 25) To sanction loans and advances to employees of the Deptt.
- 26) To sanction grant of annual increment to Group-A Officers of the Directorate.
- 27) To sanction expenditure on service postage stamps for use in Govt. Offices & Institutions.
- 28) To sanction expenditure in connection with Civil Suit instituted with the controlling authority as defined in Punjab Law Deptt. Manual.
- 29) To sanction expenditure in emergent cases on account of binding work executed locally.
- 30) To sanction the hiring of type writers of approved patterns for use in their offices and offices subordinate to them.
- 31) To sanction expenditure on the supply of electrical energy consumed in Govt. Offices/institutions.
- 32) To sanction the grant of temporary advance from G.P. Funds to gazetted and Non-Gazetted employees of the department.

**ii) e. CASES TO BE DISPOSED of AT THE LEVEL OF JOINT DIRECTOR, DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING (INDUSTRIAL TRAINING WING), PUNJAB.**

The following powers are delegated to the Joint Director (I) (Industrial Training Wing)

- 1) To sanction remuneration to the employees dealing with student fund at the rate prescribed by the Government and norms laid down by it.
- 2) To allow migration of trainee from one institute to another institute in respect of all the institutions as per approved rules.
- 3) To approve the tentative tour programmes and final Tour programmes of all the Group-A Officers except the officer working at Headquarter. The Tentative Tour Programme of Officers Working at Headquarter shall be approved by the DTE&IT, But their final tour programmes

based on approved tentative tour programmes will be finally approved by Joint Director (IT)

- 4) To order suitable adjustment/posting of Group-C and D employees working at Headquarter.
- 5) To sanction Casual Leave to all Group-A officers of the field.
- 6) Sanction of honoraria etc to non-gazetted staff in terms of Punjab C.S.R.
- 7) To sign/issue appointment letter to the candidates recommended by Punjab Subordinate Service Selection Board/Departmental Selection Committee in respect of Group-C & D posts after the approval of DTE&IT.
- 8) JDIT will be the Controlling Officer of the Department of Industrial Training, Punjab.
- 9) To sanction annual increment to the Group-A officers of the department.
- 10) To sanction refundable & non-refundable G.P.F. Advance/House Building Advance/Scooter Advance to the employees of the department.
- 11) To sanctions final payment of G.P.F, Gratuity and G.I.S. to employees working in the department.
- 12) Sanction of Medical reimbursement to the employees and retirees upto the extent DTE&IT is competent.
- 13) To sanction study tours of trainees.
- 14) To sanction stipend of trainees.
- 15) Re-admission of the trainees.
- 16) Novation of contract of the apprentices engaged under the apprenticeship Act, 1961 on behalf of State Apprenticeship Advisor.

**DUTIES ASSIGNED TO OFFICERS (INDUSTRIAL TRAINING WING)  
AT HEADQUARTER**

<b>Sr. No.</b>	<b>Name &amp; Designation of the Officer.</b>	<b>Duties Assigned</b>	<b>Duties Assigned From</b>	<b>Residence Address</b>	<b>Phone No.</b>	
1.	Smt. Daljit Kaur Addl. Director	i)	Admn.- I,II & III Branch	07-10-09	H.No. 171, Sector 36-A, Chandigarh.	2615177 (O) 2608518 (R) 2605031 (R)
		ii)	Routine Branch	07-10-09		
		iii)	Accounts-II Branch	13-9-09		
		iv)	Apprenticeship & Placement Branch	07-10-09		
		v)	Training & Inspection	07-10-09		
		vi)	Appellate Authority under Right to Information Act, 2005	27-9-05		
		vii)	Examination Branch	07-10-09		
		ix)	Secretary State Council for Vocational Training National Skill development Mission	11-01-10		
		xi)		15/02/10		
2.	Sh. Jagjit Singh Joint Director	i)	Machinery Branch	2-11-07	H.No. 459/A, Sector 69, Chandigarh.	2648012 (O) 2646355 (R) 94176586 02 (M)
		ii)	Planning Branch	5-10-06		
		iii)	Institute Development & Training Unit under COE scheme.	2-11-07		

		iv)	Evaluation unit under COE scheme.	2-11-07		
		v)	Monitoring and Evaluation unit under COE Scheme	2-11-07		
		vi)	Finance unit under COE	6-6-07		
		vii)	Procurement under COE Scheme.	2-11-07		
		viii)	Management, Monitoring and evaluation of Centrally Sponsored Scheme for up-gradation of 1396 Govt. ITI's through PPP Mode.	10-3-09		
		ix)	Head of Implementation of Skill Development Initiative Scheme of Government of India.	11-6-08		
		x)	Affiliation Branch	7-10-09		
		xi)	E-Governance	7-10-09		
		xii)	SPIU In charge under COE Scheme	6-6-07		
		xiii)	Civil works	7-10-09		
		xiv)	Branch I.R.G. Scheme	7-10-09		
		xv)	Account – I			
		xvi)	Monitoring and Evaluation unit of VTIP and Monitoring and Evaluation of PPP Scheme.	7-10-09		

		xvii)	SDI Cell and PPP Scheme (Expect Monitoring and Evaluation)	7-10-09		
		xviii)	I.D.T. Unit. of VTIP	7-10-09		
3.	Sh. T.C.Bhagat Deputy Director	i)	Apprenticeship & Placement	3-12-09	H.No. 404, Phase-6, Mohali.	2614696 (O)
		ii)	National Skill development Mission	15/2/10		
4.	Sh. Rupinder Singh Sadhrao, Deputy Director	i)	Training & Inspection Branch	07-10-09	H.No. 189, Phase-1, Mohali.	2623654 (O) 9872826 538 (M)
5.	Sh. Vijayinder Dhawan Deputy Director	i)	Institute Development & Training Unit under COE scheme.	07-10-09 3-1-08	H.No. 997-A, Sector 7-B, Chandigarh.	2614696 (O) 9815593 993 (M)
		ii)	Implementation of Skill Development Initiative Scheme of Government of India	11-6-08		
		iii)	Nodal Officer to Coordinator with Information Tech.	24-7-08		
		iv)	Department for State Wide Area Network. SDI Cell and SCI	3-12-09		

6.	Sh. Harpal Singh Deputy Director	i)	Machinery Branch	07-10-09		
		ii)	Library	07-10-09		
		iii)	State Public Information Officer under Right to Information Act, 2005	15-11-06		
		iv)	Procurement Unit of VTIP	07-10-09		
		v)	To Assist ADIT for I.T.I (w) Ludhiana Court Case Civil Works through ADIT	8-12-09		
7	Sh. Jasbir Singh Deputy Director	i)	Admn.-I	07-10-09	H.No. 2149, Sector 50-C, Chandigarh	2614446 (O) 2673349 (R)
		ii)	Admn.-II	07-10-09		
		iii)	Admn.-III	07-10-09		
		iv)	Routine Branch	07-10-09		
		v)	Monitoring of legal and RTI cases	07-10-09		
8	Vacant  (DCFA)	i)	Accounts Branch-I & II.	6-3-09		
		ii)	D.D.O. powers.	6-3-09		
9	Sh. R.P. Singh Assistant Director	i)	I.D.T. Unit. of VTIP	07-10-09	H. No. 283, Phase-IV, Mohali	9417013 811(M)
		ii)	Affiliation Branch.	07-10-09		

10	Sh. Karam Chand Assistant Director	i)	Monitoring and Evaluation unit of VTIP and Monitoring and Evaluation of PPP Scheme.	7-10-09	H.No.2215-A, Sector-27, Chandigarh.	9888897 654
11	Sh Amarjit Singh Assistant Director	i)	Planning Branch (including IRG)	7-10-09	H No 1328, Sector 28-B, Chandigarh.	9814846 799
		ii)	Civil works	7-10-09		
		iii)	E-Governess.	7-10-09		
12	Sh. Sajeev Gaiind Assistant Director	(i)	Certification and Examination Tourism Deptt Projects, and work relating to recruitment (He will submit recruitment work to Sh. Jasbir Singh, DDA)	7-10-09		
13	Sh Paul ACFA (TE Wing)	i)	Officer for finance unit under COE Scheme.	3-12-08		
		ii)	D.D.O. Power/ SPIU under VTIP project of COE Scheme.			
14	Sh.Amrik Singh Asstt.Didre ctor (Non-Tech.)	i)	Admn.-I	19-03-2010	H.No.2097 Sec.50 Chd.	9646992 597
		ii)	Admn.-II			
		iii)	Admn.-III			

		<b>iv)</b>	<b>Assistant Public Information Officer under Right to Information Act, 2005</b>			
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## II

# The procedure followed in the decision-making process, including channels of supervision and accountability.

### A) Head office Level

In the Head office cases are processed as per norms and rules at Branch Level under concerned Assistant Director/Deputy Director. Routine cases are finalized at the level of Assistant Director/Deputy Director whereas important cases including cases of postings, transfers etc are sent to the Head of the department i.e. Director Technical Education and Industrial Training of orders. Govt. advice/orders are also obtained in cases involving Group-A officers and other important/policy matters.

### B) Field Level

Head of the institute acts as Head of office in field . Most of the cases are disposed of at the Head of Office level. The cases involving postings, transfers and policy matters are referred to the Head of the department. Every employee/officer is accountable to the higher level official/officer.

## **IV**

# **The norms set by it for the discharge of its functions.**

The letter received by the office (PUC) is dealt by the concerned Assistant and put up on the file within time limit prescribed by the Punjab Govt. Letter No 6/1/92-2AR/18618 dated 28/10/1992. After obtaining orders from the competent authority the case is disposed of and reply sent to the applicant/concerned authority.

## V

### The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The department works on the basis of following rules/instructions etc;

1. The Rules of Business of Pb. Govt.
2. Punjab Civil Service Rules.
3. The General and Common conditions of Service Rules 1994 as amended from time to time.
4. Punjab Financial Rules.
5. The Punjab Industrial Training (Class-I) Technical Service Rules, 2001.
6. The Punjab Industrial Training (Class-I) Non-Technical Service Rules, 2001.
7. The Punjab Industrial Training (Class-II) Technical Service Rules, 2001.
8. The Punjab Industrial Training (Class-II) Non-Technical Service Rules, 2001.
9. The Punjab Industrial Training Class-III Technical Rules 2001.
10. The Punjab Industrial Training Class-III Ministerial Rules 2001.
11. The Punjab Industrial Training Class-III Non-Ministerial Rules 2001.
12. The Punjab Industrial Training (Group A) Technical Service Rules, 2006
13. The Punjab Industrial Training (Group A) Non-Technical Service Rules, 2006
14. The Punjab Industrial Training (Group B) Technical Service Rules, 2006
15. The Punjab Industrial Training (Group B) Ministerial Service Rules 2006
16. The Punjab Industrial Training (Group A) Non-Technical Service (Amendment) Rules 2009.
17. The Punjab Industrial Training (Group B) Head Office Ministerial Service (First Amendment) Rules 2009.
18. The Punjab Industrial Training (Group A) Field Office Ministerial Service Rules, 2009.

- 19. The Punjab Industrial Training (Group B) Field Office Ministerial Service Rules, 2009.**
  
- 20. The Chief Secretary manual of instructions.**
- 21. The Apprenticeship Act, 1961.**
- 22. The Training Manual prepared by Director General of Employment and Training Ministry of Labour Govt. of India.**
- 23. Instructions used by various Govt. departments.**

# VI

## **A statement of the categories of documents that are held by it or under its control**

Following documents are kept by the office under its control:-

1. **Personal file of every officer/official.**
2. **Service Book of every officer/official.**
3. **Annual confidential reports.**
4. **Ledgers containing GPF accounts of every officer/official.**
5. **Cash Book containing receipt/payments.**
6. **Stock register containing inventory of articles.**
7. **Policy files of different subjects.**
8. **Roster registers containing information regarding reservation.**

## 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 administration there of.**

**IMC (Institute Management Committees):**

Department of Industrial Training, has for the first time in India, initiated a new concept of constituting a **STEERING COMMITTEE** for the State

1	Representatives from Industry	Chairman and three members
2	District Employment officer.	Member
3	Representatives of CII Northern Region Chandigarh,	Member
4	Representatives of Directorate of Technical Educational & Industrial Training, Punjab	Member
5.	GM, District Industries Centre,	Member
6	Principal of ITI.	Member
7	One Senior Faculty Member ITI,	Member
8	One Representatives of the Students of ITI,	Member

and **INSTITUTE MANAGEMENT COMMITTEE** for ITI with the collaboration of CII North Zone Chandigarh. This will play a vital role in upliftment of the standards of Industrial training to keep pace with emerging technologies. ITI Ludhiana was selected as a pilot project & its IMC started in 1999-2000. These committees are notified by Govt. of Punjab with following members: (Adequate powers have been delegated to these committees by Government and have been notified by Govt. of Punjab)

### **Powers and Functions of the Committee.**

1. The committee is free to start any new trades or surrender any trade which is not popular.
2. Proposal regarding the construction of workshop or theory rooms required for starting of new trades along with site plan and estimate.
3. IMC is free to start various projects of short and long terms duration according to the needs of the Industry to train their workers for specific jobs.
4. IMC is free to generate funds for various projects by starting training cum production schemes for better training facilities.
5. IMC is providing vocational guidance about the nature of job opportunities and carrier prospects to students prior to applying for admission in ITI so that they choose the right course.
6. Introductory seminars are conducted by industry to create interest and motivate the students,
7. For the placement of the candidates IMC is helping them for getting employment in the Industry. IMC will see that the trainees are assisted by the industry to go for self employment through acquisition of skill .

### **Steering committee:**

Govt of Punjab has constituted steering committee at state level to supervise the functioning of various IMC s in the state:

This Committee consists of following:

- |   |  |                          |
|---|--|--------------------------|
| 1 | Principal Secretary to Govt ,Punjab Technical Education & Industrial Training ,Punjab. | Chairman/<br>Chairperson |
| 2 | Director Technical Education & Industrial Training ,Punjab.                            | Member Secretary         |
| 3 | Chairmen of all Institute Management Committees of ITI's                               | Members                  |
| 4 | Member Secretaries of IMC' s (Principal of Respective ITI)                             | Member                   |

**Functions of Steering committees:**

- 1 To provide additional roles and responsibilities to IMC's from time to time.
- 2 To monitor performance of IMC'S
- 3 To encourage industries to actively participate and contribute to the development of vocational training,
- 4 To coordinate with state Government, DGET,NCVT and Industries.

**MoU Scheme**

The Director of Technical Education and Industrial Training /(DTE&IT), Govt of Punjab and confederation of engineering industry (CEI), Northern Region (NR) entered in to a memorandum of under standing (MOU) which was signed with a view to have direct interaction of students with industry for on job training . This scheme has resulted in better placement of ITI pass outs and has been appreciated by general public. Proper feed back is always obtained from on job trainers and parents by concerned staff in ITIs

Almost all the ITIs have signed MOU with various Industries and students have got on the job training

The advantages/aims of MOU are as follows:

1. For the industrial growth of Punjab and for the engineering industry to meet the challenges of new technology, there is a need for constant development and up gradation of skills of technicians and craftsmen.
2. Close cooperation between the engineering industry and the Technical Education system in the state is of great mutual benefit.
3. Technicians and crafts-men have a key role to play in the technological up-gradation, innovation and competitiveness of the engineering industry in Punjab .
4. Engineering industry could provide valuable inputs to the education and training of students ,to suitably change the curriculum and teaching methodology, help faculty development and make the training more employment oriented.
- 5 Under MoU scheme the syllabi of trades are revised and courses being offered in ITIs are being updated and revised in consultation with industry.

**Campus Interviews/ Placement of ITIs pass out:**

The Department of Industrial training, Punjab is entrusted the responsibility of imparting training in various engineering and non-engineering trades to meet the requirement of the skilled manpower for the industries. The recent higher growth rate in production needs to be maintained in order to improve the living standards by providing gainful employment for the growing labour force and to reduce poverty. To achieve this objective, the manufacturing sector needs to be assured of adequate supply of skilled manpower in the conventional and emerging technologies. The Department with the network of various institutes has been discharging this responsibility by imparting training in various trades skills.

To face the challenges of rapidly advancing technology and to help industry in locating suitable technical manpower at local level, arrangements for CAMPUS INTERVIEWS have been made in the major Industrial Training Institutes of Punjab. This is done by getting manpower demand from industry and students are called to appear in interview/test directly with industrialists. Simultaneously a feed back is obtained from students or from their guardians about the concept of placement and the present status of the student after passing from institute.

## **Local Advisory Committees for Institutes/ Centres**

- (a) **Local Advisory Committees should be attached to training institutes/Centres to study the needs of industry in the region served by the Centre and suggest measures to adopt the training programmes to meet local needs. The committee will consist of the following members.**
- 1 Principal of the training institute/centre,**
  - 2 Two representatives of the local industry,**
  - 3 One representative of labour, and**
  - 4 Local employment officers.**
- (b) **The State Councils may also carry out surveys as given in the proforma at Appendix I for assessing training need in their State to enable them to introduce the trades having employability.**
- (c) **There should be constructive collaboration between Institute and Industries for bringing out improvement in quality fo the training and maintenance of machinery in ITIs. Therefore, representation of industries in the Local Advisory Committees Should be adequate and meaningful.**

### **1 State Council for Vocational Training**

**There are State Councils corresponding to the National Council to deal all matters relating to vocational training at the level of the State.**

- (a) **Object :**
- The State Council which is affiliated to the National Council for Vocational Training functions as a state agency to advise the State Government in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme through out the State.**
- (b) **Functions ; The functions of the state Council are :**
- 1 to carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought with in its scope by the Central or State government:**
  - 2 to implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training.**
  - 3 to establish State Board of Examination in Vocational trades ;**
  - 4 to arrange for ad-hoc or periodical inspection of the training institutes/Centres in the State and ensure that the standards prescribed by the National Council are being followed;**
  - 5 to co-opt, if necessary , any person or persons to advise the State Council in connection with its work;**
  - 6 to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available;**

- 7 to ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
- 8 to counter-sign and issue the National Trades Certificates to successful candidates;
- 9 to recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary ;
- 10 to advise the State Government regarding expenditure on different training schemes and ;
- 11 to perform such other function as may be entrusted to it by the State Government .

**Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education-1 Branch)**

**NOTIFICATION**

Dated, the 25 th October 2001

No 5/212/82-2TE(1)

The State Council for Vocational Training Consists of the following necessary; -

1	Minister-in charge Technical Education and Industrial Training	Chairperson
2	Secretary to the Govt. of Punjab Deptt. of Technical Education & Industrial Training	Official Member
3	Secretary to the Govt. of Punjab Dept. of Finance or his nominee	-do-
4	Secretary to the Govt. of Punjab Deptt. of Industries or his nominee	-do-
5	Chairman Punjab State Board of Technical Education & Industrial Training, Sector-36, Chandigarh.	-do-
6	Director Technical Education & Industrial Training, Sector-36, Chandigarh.	Member Secretary
7	Director General Employment and Training , Govt. of India New Delhi or his nominee	Official Member
8	Chairman Punjab State Electricity Board Patiala or his nominee	-do-
9	Director State Transport, Punjab , Chandigarh	-do-
10	Director Sant Longowal Institute of Engineering Technology, Longowal Distt. Sangrur	Official Member
11	Labour Commissioner and Director Employment, Punjab, Chandigarh or his nominee.	-do-
12	General Manager Rail Coach Factory, Kapurthala or his nominee.	Official Member
13	Vice Chancellor Punjab Technical University, Jalandhar	-do-
14	President Punjab State Small Scale Industries, Chandigarh	Non Official Member
15	President confederation on of India Industries, (Northern Region), Chandigarh or his nominee	Non Official Member
16	Representative of P.H.D. Chamber of Commerce and Industry P.H.D. House opposite Asian Game, Village, New Delhi-110016	Non Official Member
17	Sh. Kuldip Sardana Sukhjit Starch Industries, Phagwara	-do-
18	Sh. Ramesh Gupta, M.D. Hindustan Pharmaceutical Ltd. Kotmitt Singh, Amritsar	-do-

- 19 Sh Roshan Lal -do-  
Patiala Sports Industries  
(P.B.No48), Lower Mail Patiala
- 20 Dr. Satbir shingh Nijjar, Nijjar Agro Foods, -do-  
Vill Mahartbanpura, Distt. Amritsar.
- 21 Sh. Sanjeev Kalra, -do-  
Deepak Fastnures Ltd.,  
HIO.Miller Ganj, Opposite Gurdwarte  
Ramgarhia G.T. Roar, Ludhiana
- 22 Sh Jaipal Goyal c/o M/s -do-  
Fattu Dhing a Rice Mills, Fattu DHINGA.  
Distt. Kapurthala.
- 23 Dr. Parkash Singh Jammu, -do-  
Prof. of Socilogy 355 Urban Estate-1  
Patiala
- 24 Sh Makhan Singh M.L>A. Pakka Kalan.  
25 Shh Manmohan Singh M.L.A.  
26 Chairman,  
Pujab Communication Limited or its  
nominee
- 27 Executive Director,  
State Council of Science & Technology,  
Punjab Chandigarh.
- 28 Managing Director,  
Punjab State Industrial Development  
Corporation Punjab, Chandigarh
- 29 Managing Director,  
Punjab Electronic and Development  
Corporation, Chandigarh.
- 30 Director,  
Social Welfare, Punjab, Chandigarh
- 31 Viice Chairman, Punjab Tractor Limited,  
Mohali
- 32 Chairman,  
Punjab State Pollution Control Board.

### Function of State Council for Apprenticeship Training

<b>1</b>	<b>Policy procedure notification of Industries designation of trades, syllabi, standards etc. in consultation with the Central Apprenticeship Council.</b>
<b>2</b>	<b>Assist co-ordinate and regulate programmes in Central Public Sector industries.</b>
<b>3</b>	<b>Concurrent jurisdiction to assist, co-ordinate and regulate programmes in private sector industries.</b>
<b>4</b>	<b>Conduct final trade tests on behalf of NCVT.</b>
<b>5</b>	<b>Assist co-ordinate and regulate programmes in State's Public and private Sector Industries.</b>
<b>6</b>	<b>Impart related instructions.</b>
<b>7</b>	<b>Impart basic training in the case of those industries in the private sector which employ less than 500 workers.</b>
<b>8</b>	<b>Implementation of the practical training programme in accordance with the Apprentices Act and the rules made there under.</b>
<b>9</b>	<b>Arrange for basic training ( by employers, employing more than 500 workers._</b>
<b>10</b>	<b>Advise the Central and the State Governments at the national and State levels.</b>

**Govt. of Punjab**  
**Department of Technical Education & Industrial Training**  
**(Technical Education – 1 Branch)**  
**Notification Dated, Chandigarh, the 29-01-2007**

**No. 10/5/83-2TE 1/135** In exercise of the Powers conferred by Sub sections (1) and (4) of section 24 of the Apprentices Act 1961 read with rule 3 of Government Notification No. 19 (35)-51B-11-62/24427, dated 22<sup>nd</sup> October, 1962 the Governor of Punjab is Pleased to reconstitute the state Apprenticeship Council as under:-

- |                                       |  |
|---------------------------------------|--|
| 1. Chairman                           | Minister in Charge of Industrial Training Punjab.  |
| 2. Vice Chairman                      | Principal Secretary, Technical Education and Industrial Training Punjab.   |
| <b>MEMBERS</b>                        |  |
| 3. Representative of Govt. of India   | Director General of Employment and Training Ministry of Labour and Employment, Govt. of India, New Delhi.  |
| 4. Representative of State Govt.      | 1. Secretary to Govt. of Punjab Deptt. of Irrigation & Power.<br>2. Principal Secretary to Govt. of Punjab Department of Finance.<br>3. Commissioner labour and Employment Punjab<br>4. Director Local Govt. Punjab Chandigarh<br>5. Director of Industries, Punjab<br>6. Director State Transport, Punjab   |
| 5. Member Secretary                   | 7. Director Technical Education & Industrial Training Punjab.  |
| 6. Representative of Public Sector    | 1. Chairman, Punjab State Electricity Board Patiala.<br>2. General Manager Railway Coach Factory, Kapurthala.<br>3. Managing Director, Punjab State Industrial Development Corporation, Chandigarh.<br>4. M.D. Sewerage Board Punjab, Chandigarh.<br>5. M.D. Tube well Corporation Punjab, Chandigarh.<br>6. M.D. P.R.T.C Patiala (Punjab)<br>7. M.D. Punjab Communication Ltd.C-135, Phase- Industrial Area SAS Nagar Mohali. |
| 7. Representative of – Private Sector | 1. DY. General Manager ADGM-P&A Federal MOGUL GOETZE (India) Ltd. Bhadur Garh Patiala.<br>2. Associate Vice President HR. Punjab Tractor Ltd, Phase –<br>4 S.A.S. Nagar Mohali<br>3 General Manager D.C.M. Engineering Products Asron Post Bag No. 5 Near Ropar Head Works Ropar.  |

4. DY. Managing Director Leader Valves S-3, S-4 Industrial Town Jalandar.
5. General Manager J.C.T Electronics Ltd. A-32 phase-7 Industrial Area S.A.S Nagar Mohali.
6. General Manager Inter National Tractor Pvt. Ltd. Chak Gujran (Hoshiarpur).
7. General Manager Nahar Fabrics, Jalapur, Lalru, Distt. Patiala
8. Managing Director Hero Cycle Ltd. Indl., Area, G.T Road, Ludhiana.

**P. Ram**

**Principal Secretary to Govt. of Punjab  
Department of Technical Education & Industrial Training**

No 10/5/83-2TE 1/ dated  
A copy forwarded to the Accountant General, Punjab Chandigarh for information

**Sd/-**

**Secretary Technical Education &  
Industrial Training in Punjab**

No 10/5/83-2TE 1/ dated  
A copy forwarded to Director General of Employment and Training (DGET) Ministry of Employment, New Delhi for Information.

**Sd/-**

**Secretary Technical Education &  
Industrial Training in Punjab**

No 10/5/83-2TE 1/ 138 dated: 29-1-07  
A copy forwarded to the Director Technical Education & Industrial Training in Punjab for information.

He is requested to supply agenda note. So that meeting in this regard could be arranged at the level of Hon'ble Minister of Industrial Training.

**Sd/-**

**Secretary Technical Education &  
Industrial Training in Punjab**

A copy forwarded to the Controller, printing and stationery, Punjab, Chandigarh with the requested that the above notification may be published in Punjab Govt. Gazette next issue and 25 printing copy of the said notification may be supplied to this Department as early as possible.

**Sd/-**

**Secretary Technical Education &  
Industrial Training in Punjab**

No 10/5/83-2TE 1/ dated  
A copy forwarded to all member of the State Apprenticeship Council for information.

**Sd/-**

**Secretary Technical Education &  
Industrial Training in Punjab**

## 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

**IMC (Institute Management Committees):**

Department of Industrial Training, has for the first time in India, initiated a new concept of constituting a **STEERING COMMITTEE** for the State and **INSTITUTE MANAGEMENT COMMITTEE** for ITI with the collaboration of CII North Zone Chandigarh. This will play a vital role in upliftment of the standards of Industrial training to keep pace with emerging technologies. The members of this committee are notified by Govt. of Punjab. In all the above committees regular interaction with industry is being maintained the minutes of IMC are circulated to all members of committees which has representative of students. Hence the vital information is transferred to general m public through these representatives. Similarly some advisory committees are also in function in ITI s . These committees are formed to give advice on the trades to be started in institutes and what trades should be stopped. These committees have also members of panchyat body. Thus there is direct interaction between institute body and general public.

## **Steering committee :**

Govt of Punjab has constituted steering committee at state level to supervise the functioning of various IMC s in the state.

### **State Council for Vocational Training.**

#### **Local Advisory Committees for Institutes/ Centres**

(a) Local Advisory Committees should be attached to training institutes/Centres to study the needs of industry in the region served by the Centre and suggest measures to adopt the training programmes to meet local needs. The committee will consist of the following members.

- 1 Principal of the training institute/centre,
- 2 Two representatives of the local industry,
- 3 One representative of labour, and
- 4 Local employment officers.

(b) The State Councils may also carry out surveys as given in the proforma at Appendix I for assessing training need in their State to enable them to introduce the trades having employability.

(c) There should be constructive collaboration between Institute and Industries for bringing out improvement in quality fo the training and maintenance of machinery in ITIs. Therefore, representation of industries in the Local Advisory Committees Should be adequate and meaningful.

#### **1 State Council for Vocational Training**

There are State Councils corresponding to the National Council to deal all matters relating to vocational training at the level of the State.

(a) Object :

The State Council which is affiliated to the National Council for Vocational Training functions as a state agency to advise the State Government in carrying out the training policy laid down by the National Council and to co-ordinate the Vocational Training Programme through out the State.

(b) Functions ; The functions of the state Council are :

- 1 to carry out the policy of the National Council with regard to the award of National Trade Certificates in engineering and non-engineering trades as may be brought with in its scope by the Central or State government:
- 2 to implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of accommodation, duration of courses and method of training.
- 3 to establish State Board of Examination in Vocational trades ;
- 4 to arrange for ad-hoc or periodical inspection of the training institutes/Centres in the State and ensure that the standards prescribed by the National Council are being followed;
- 5 to co-opt, if necessary , any person or persons to advise the State Council in connection with its work;

- 6 to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available;
- 7 to ensure that the examinations are conducted by the State Board of Examinations according to standards and the manner prescribed by the National Council;
- 8 to counter-sign and issue the National Trades Certificates to successful candidates;
- 9 to recommend the provision of additional training facilities, wherever necessary, and render such assistance in the setting up of additional training programmes as may be necessary ;
- 10 to advise the State Government regarding expenditure on different training schemes and ;
- 11 to perform such other function as may be entrusted to it by the State Government .

**Government of Punjab  
Department of Technical Education & Industrial Training  
(Technical Education-1 Branch)**

**NOTIFICATION**

Dated, the 25 th October 2001

No 5/212/82-2TE(1)

The State Council for Vocational Training Consists of the following necessary; -

1	Minister-in charge Technical Education and Industrial Training	Chairperson
2	Secretary to the Govt. of Punjab Deptt. of Technical Education & Industrial Training	Official Member
3	Secretary to the Govt. of Punjab Dept. of Finance or his nominee	-do-
4	Secretary to the Govt. of Punjab Deptt. of Industries or his nominee	-do-
5	Chairman Punjab State Board of Technical Education & Industrial Training, Sector-36, Chandigarh.	-do-
6	Director Technical Education & Industrial Training, Sector-36, Chandigarh.	Member Secretary
7	Director General Employment and Training , Govt. of India New Delhi or his nominee	Official Member
8	Chairman Punjab State Electricity Board Patiala or his nominee	-do-
9	Director State Transport, Punjab , Chandigarh	-do-
10	Director Sant Longowal Institute of Engineering Technology, Longowal Distt. Sangrur	Official Member
11	Labour Commissioner and Director Employment, Punjab, Chandigarh or his nominee.	-do-
12	General Manager Rail Coach Factory, Kapurthala or his nominee.	Official Member
13	Vice Chancellor Punjab Technical University, Jalandhar	-do-
14	President Punjab State Small Scale Industries, Chandigarh	Non Official Member
15	President confederation on of India Industries, (Northern Region), Chandigarh or his nominee	Non Official Member
16	Representative of P.H.D. Chamber of Commerce and Industry P.H.D. House opposite Asian Game, Village, New Delhi-110016	Non Official Member
17	Sh. Kuldip Sardana Sukhjit Starch Industries, Phagwara	-do-
18	Sh. Ramesh Gupta, M.D. Hindustan Pharmaceutical Ltd. Kotmitt Singh, Amritsar	-do-

19	Sh Roshan Lal Patiala Sports Industries (P.B.No48), Lower Mail Patiala	-do-
20	Dr. Satbir Singh Nijjar, Nijjar Agro Foods, Vill Mahartbanpura, Distt. Amritsar.	-do-
21	Sh. Sanjeev Kalra, Deepak Fastnures Ltd., HIO.Miller Ganj, Opposite Gurdwarte Ramgarhia G.T. Roar, Ludhiana	-do-
22	Sh Jaipal Goyal c/o M/s Fattu Dhing a Rice Mills, Fattu DHINGA. Distt. Kapurthala.	-do-
23	Dr. Parkash Singh Jammu, Prof. of Sociology 355 Urban Estate-1 Patiala	-do-
24	Sh Makhan Singh M.L.A. Pakka Kalan.	
25	Sh Manmohan Singh M.L.A.	
26	Chairman, Punjab Communication Limited or its nominee	
27	Executive Director, State Council of Science & Technology, Punjab Chandigarh.	
28	Managing Director, Punjab State Industrial Development Corporation Punjab, Chandigarh	
29	Managing Director, Punjab Electronic and Development Corporation, Chandigarh.	
30	Director, Social Welfare, Punjab, Chandigarh	
31	Vice Chairman, Punjab Tractor Limited, Mohali	
32	Chairman, Punjab State Pollution Control Board.	

# IX

## A directory of its officers and employees

### Head Quarter

### DIRECTORATE OF INDUSTRIAL TRAINING PUNJAB

Sr. No	Name of the Officer Sh./Smt.	Ph.(O)
1)	<b>Chowdhary Swarana Ram (Minister of Industrial Training Deptt.)</b>	<b>2740736</b>
2)	<b>Sh.Suresh Kumar, Principal Secretary ( TE &amp; IT)</b>	<b>2743136</b>
3)	<b>Sh.Bikramjit Singh Khalsa Chief Parliamentary Secretary( TE &amp; IT)</b>	
4)	<b>Sh.R.K.Kaushak, Additional Secretary ( TE &amp; IT)</b>	
5)	<b>B.Purushartha, IAS Director ( TE &amp; IT)</b>	<b>2614031, 2614622-Fax</b>
6)	<b>Daljit Kaur Sidhu, Additional Director (IT)</b>	<b>2615177</b>
7)	<b>Jagjit Singh Joint Director (IT)</b>	2648012
8)	<b>Rupinder Singh, Dy Apprenticeship Advisor/Training.</b>	<b>987282653</b>
9)	<b>Jasbir Singh Deputy Director (Admn)</b>	<b>2614446</b>
10)	<b>Vijayinder Dhawan, Deputy Director (Planning)</b>	<b>2614696 9815593933</b>
11)	<b>Tarsem Chand, Deputy Director</b>	<b>5182049</b>
12)	<b>Harpal Singh, Deputy Director (Machinery)</b>	<b>2614446</b>
13)	<b>Karam Chand Assistant Director</b>	
14)	<b>Amarjit Singh, Assistant Director</b>	
15)	<b>R.P. Singh , Assistant Director</b>	
16)	<b>Amrik Singh, Assistant Director</b>	<b>5022359</b>

17)	Sanjeev Gaiind, Assistant Director	
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**Personal Staff of DTE&IT**

1	Soma Devi PA	2614031 2614622
2	Sanjeev Sharma Clerk	2614031 2614622

**SUPERINTENDENTS**

S.No	Name of Official	Branch
1	Sh.Haridas	Account.-II
2	Dalip Kumar	Admn-III
3	Tilak Raj	Examination Branch
4	Paramjit Kaur,	Planning Branch
5	Manju Puri,	Training Branch
6	Harbhajan Kaur	Machinery Branch
7	Baljinder Kaur	Apprenticeship Branch
8	Gurmeet Kaur	Admn.-II
9	Indira Singla	Account.-I

**AAA (J) /SURVEYORS/TA**

S. No	Name of Official
1	Shana Ram, Group Instructor
2	Rahem Bakhash, Inst.
3	Rakesh Kumar Instructor
4	Harjinder Singh Instructor
5	Paramjit Singh, G.I.

**SENIOR ASSISTANTS**

<b>Sr. No</b>	<b>Name of Official</b>
1.	Anil Kumar
2.	Arun Kumar
3.	Babli Rani
4.	Bhajan Singh Saini
5.	Gurpreet Singh
6.	Gurpal Singh
7.	Kanta Rani
8.	Lakhveer Singh,
9.	Maninder Pal Singh
10.	Mewa Singh
11.	Miss Rajni
12.	Sanjeev Kumar
13.	Paramjit Singh
14.	Jasmer Kaur
15.	Sachan Malhotra
16.	Sashi Kala
17.	Sandeep Puri.
18.	Jaswinder Singh
19.	Sudesh Kumari
20.	Sushma (Admn-1)
21.	Tejinder Kaur
22.	Anu Goyal
23.	Indra Rani
24.	Kamaljit Kaur
25.	Paramjit Kaur
26.	Poonam Gojra
27.	Sushma Rani (Admn-2)
28.	Kulwinder Kaur
29.	Balwinder Singh
30.	Doodh Nath
31.	Jaspal Kaur
32.	Satinderpal Singh
33.	Meena Kumari
34.	Ruchika Jindal



**CARE TAKER/STORE KEEPER**

1. Mahesh Kumar, Care Taker
2. Krishan Kumar, Store Keeper

**JUNIOR ASSISTANTS / CLERKS**

<b>Sr. No</b>	<b>Name of Official</b>
1.	Ashok Kumar
2.	Bhupinder Singh
3.	Harmesh Singh
4.	Charan Singh
5.	Davinder Kaur
6.	Gurinder Singh
7.	Gurinderjit Singh
8.	Harminder Singh
9.	Kavita Bakshi
10.	Kamaljit Singh
11.	Kuldeep Kaur
12.	Lovkesh
13.	Manmeet Singh
14.	Monika
15.	Mukhtiar Singh
16.	Narinder kaur
17.	Parninderjit Singh
18.	Pawan
19.	Pavleen
20.	Harjit Singh
21.	Rajinder Singh
22.	Rashpal Singh (Clerk R.T.I)
23.	Renu Gupta
24.	Sukhwinder Kaur
25.	Sanjiv Kumar
26.	Shelly Gupta
27.	Surinder Kaur

28. Usha Atwal
29. Randhir Singh
30. Swaran Singh
31. Paramvir Singh
32. Jagmeet Singh
33. Ranjna
34. Paramjit Kaur
35. Ravinder Sethi

#### **JUNIOR SCALE STENOGRAPHER**

S.No	Name of Official
1	Smt. Pritam Kaur
2	Smt. Raj Kumari
3	Sh. Bikram Singh

#### **STENO-TYPIST**

S.No	Name of Official
1.	Smt. Gurmit Kaur
2.	Smt. Hardeep Kaur
3.	Smt. Poonam Sharma
4.	Smt. Shawinder Kaur
5.	Sh. Suresh Pal
6.	Sh. Arvinder Singh

#### **RESTORER**

1. Guljar Singh
2. Dalip Singh
3. Gian Singh

#### **DRIVERS**

1. Dewan Chand
2. Tejinder Singh

#### **DAFTRY (CLASS-IV)**

1. Ved Pal

**CLASS-IV**

1. Ambar Singh,
2. Bhupinder Singh
3. Gurjit Singh
4. Gurmit Kaur
5. Kismata Devi
6. Gurmail Singh
7. Shiv Murat
8. Nank Chand, Sweeper
9. Raj Pal Singh
10. Ram Pal
11. Rulda Singh
12. Santokh Singh
13. Suman
14. Shamsher Kaur
15. Suraj Singh, Chowkidar
16. Tek Bahadur
17. Dhan Bhadur
18. Ramesh Kumar
19. Jai Bhadur
20. Parminder Kumar
21. Hukam Singh (Piece Rate Worker)
22. Karm Singh (Piece Rate Worker)
23. Sudesh Kumar (Piece Rate Worker)
24. Sucha Singh (Piece Rate Worker)
25. Som Nath (Piece Rate Worker)

**HEADS OF INSTITUTES**

<b>Sr No</b>	<b>Name</b>	<b><u>Institutes</u></b>	<b>Ph. (O)</b>
1.	Varinder Kumar, G.I.	Ahmedgarh (w)	
2.	Vijay Kumar, Supdt.	Ajnala	224456
3.	Surinder Singh Ahuja	Amritsar	2541246
4.	Sohan Lal	Amritsar (A&C)	
5.	Daljit Singh	Amritsar (w)	2553431
6.	Saravjit Singh,	Anandpur Sahib (w)	232095
7.	Tarsem Lal	Bamyal	
8.	Kirpal Singh	Banur	
9.	Balwinder Singh	Baba Bakala	285528
10.	Jasvir Kaur	Barnala (w)	232632
11.	Labh Dass	Barnala	
12.	Sanjiv Gaiind	Bassi Pathana	250046
13.	Gurdial Singh	Batala	240014
14.	Balbir Singh	Bathinda	2212429, 2212362
15.	Vinod Kuamr	Bathinda (W)	
16.	Raj Kumar	Bhogpur (w)	
17.	Jagtar Singh	Budhlada	253040
18.	Smt. Abinash Kaur	Churchak (w)	
19.	Sham Dass	Dera Baba Nanak (w)	
20.	Darshan Singh	Dharamkot (w)	
21.	Harbhajan Kaur	Dhuri (w)	
22.	Murari Lal	Faridkot	250835
23.	Om Parkash	Fatehgarh churian (w)	
24.	Hardeep Kumar	Fazilka	262857
25.	Gurupdesch Singh	Ferozepur	242304
26.	Arun Kumar	Ferozpur (w)	22734
27.	Amarjit Singh	Garshankar	282092
28.	Raj Garg	Giddarbaha (w)	
29.	Baljinder Singh	Gujjarwal(Addl. Charge)	9814083052
30.	Harish Mohan	Pathankot	222206
31.	Rajnish Kumar	Gurdaspur (w)	221991
32.	Malkit Singh (Inst)	Haryana	

33.	Dharam Pal (G.I.)	Hoshiarpur (w)	
34.	Ratan Lal	Hoshiarpur	252401
35.	Rajinder Singh	B.T.C.Hoshiarpur	
36.	Sarabjit Singh	Jalandhar (w)	2224297
37.	Gurmeet Singh	Jagraon (w)	497239
38.	Darshan Singh	Jaito	
39.	Vijay Sharma	Jalandher	2255730
40.	Dalip Singh	Jandiala Guru (w)	
41.	Rai Singh	Jassowal Kular	
42.	Amarjit Singh	Kalanaur	
43.	Kehar Singh	Kapurthala	232448
44.	Dawinder Mahajan	Kartarpur (w)	
45.	Sant Kumari (Addl.Charge)	Khanna (W)	
46.	Manjit Kaur	Kharar (w)	
47.	Balbir Singh (Addl Charge)	Kheowali (w)	240310
48.	Raj Garg	Kotakpura (w)	
49.	Surinder Kumar Ahuja	Lopoke	244028
50.	Gurdev Singh	Lalru	2781931
51.	Baljinder Singh	Ludhiana	2490426
52.	Baljinder Singh	Ludhiana (w)	2420858
53.	Mihan Singh	Malerkotla	254241
54.		Mansa (Sc)	
55.	Rai Singh	Manuke	
56.	Hardev Raj	Moga	220318
57.	Paramjit Singh (Inst)	Moga (W)	
58.	R.P.Singh	Mohali (w)	2225171
59.	Balkar Singh	Mohali (RIC)	2213803
60.	Avtar Singh	Moonak (w)	
61.	Satish Kumar	Morinda (w)	
62.	Murari Lal	Mukatsar	
63.	Mihan Singh	Nabha	2220415 2522962
64.	Mihan Singh	Nabha (W)	
65.	Tejinder Kumar	Nabha (Art & Craft)	
66.	Jagdish Lal	Nakodar	

67.	Satish Kumar	Nangal	223025
68.	Jaswant Singh	Nawanshahar	222020
69.	Jaspal Singh	Nawanshahar (W)	
70.	Nasib Singh	Otallon	
71.	Harish Mohan	Pathankot	2240389
72.	Ranbir Singh	Pathankot (w)	
73.	Varinder Bansal	Patiala	2200301
74.	Kamaljit Kaur H.M.	Patiala (w)	
75.	Daljit Singh	Patti	244652
76.	Ravinder Kumar	Phagwara	263454
77.	Ravinder Kumar	Phagwara(w)	
78.	Gopal Krishan	Philour (W)	
79.	Mangal Singh	Qadian	220032
80.	Satnam Singh Bhatti	Rajpura	224001
81.	Sanjogta Rani	Rajpura (w)	
82.	Satnam Singh Bhatti	Rajpura Work Centre	220550
83.		Rampura Phool (w)	220895
84.	Manjit Singh	Ranike	
85.	Balwinder Singh	Raya (w)	
86.	Malkit Singh	Ropar	1881-222972
87.	Sucha Singh	Ropar (w)	
88.	Nasib Singh	Samrala	1628-262348
89.	Sant Kumari	Samrala (W)	
90.	Sarabjit Kaur	Sarhind (W)	
91.	Harbhajan Kaur	Sangrur (w)	
92.	Balbir Singh	Sarainaga (W)	
93.	Gurbax Singh	Sarhali	249325
94.	Karnail Singh	Sultanpur Lodhi (w)	
95.	Devinder Kumar	Sunam	220062
96.	Jaswant Singh	Soond	
97.	Davinder Kumar	Sunam (W)	
98.	Rupinder Singh	Batala	240014
99.	Updesh Singh (G.I.)	Tanda (w)	227784
100.	Gurbax Singh (Addl Charge)	Taran Taran (w)	

101.	Karnail Singh	Talwandi Chaudhrian
102.	Capt.Tejinder Singh	Zira (w)
103.	Rupinder Singh	Talwara
104.	Manoj Kumar	Moga (W)
105.	Amarjit Singh	Sunam (W)
106.	Raj Kumar	Nangal (W)
107.	Darshan Singh	Jation (W)
108.	Jagdish Raj	Kapurthala (W)

**X**

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale+ Grade Pay</b>
i.	Director	
ii.	Additional Director	37400-67000+8700
iii.	Joint Director	15600-39100+7600
iv.	Deputy Director/Principal Class-I	15600-39100+6600
v.	Assistant Director/Principal Class-II	10300-34800+5000
vi.	Principal Government Arts and Crafts Teachers Training Institutes	10300-34800+5000
vii.	Deputy Director (Admn) Industrial Training	15600-39100+6600
viii.	Deputy Controller (F & A)	Belongs to Finance Deptt
ix.	Assistant Director (Industrial Training)	10300-34800+5000
x.	Superintendent Grade-1	10300-34800+5000
xi.	Principal Industrial Training for Women (Engg Trade)	10300-34800+4400
xii.	Principal Industrial Training for Women (Non Engg Trade)	10300-34800+4400
xiii.	Superintendent Tech./ Group Instructor	10300-34800+4200
xiv.	Group Instructor	10300-34800+4200
xv.	Headmistress/Headmaster (Non Engg Trade)	10300-34800+4200
xvi.	Craft Instructor (Non Engg Trade)	10300-34800+3800
xvii.	Superintendent Grade-II	10300-34800+4200
xviii.	Craft Instructor (Engg Trade)	10300-34800+3800
xix.	Vernacular Teacher Industrial Training Institute	10300-34800+3200
xx.	Hostel Superintendent	10300-34800+3200
xxi.	Pharmacist	5910-20200+3000
xxii.	Librarian	10300-34800+3200
xxiii.	Storekeeper	5910-20200+1900
xxiv.	Hosiery Cutter	5910-20200+1900

<b>xxv. Engine Man</b>	<b>5910-20200+1900</b>
<b>xxvi. Electrician</b>	<b>5910-202002800</b>
<b>xxvii. Supervisor Carpentry</b>	<b>10300-34800+3600</b>
<b>xxviii Preservation of Fruit and Vegetable</b>	<b>10300-34800+3800</b>
<b>xxix. English Teacher</b>	<b>10300-34800+3600</b>
<b>xxx. Education Teacher</b>	<b>10300-34800+3600</b>
<b>xxxi. Carpenter</b>	<b>5910-20200+2800</b>
<b>xxxii. Junior Technician Work Centre</b>	<b>5910-20200+2400</b>
<b>xxxiii Band Saw/ Ara</b>	<b>5910-20200+1900</b>
<b>xxxiv Senior Assistant</b>	<b>10300-34800+3800</b>
<b>xxxv. Junior Assistant</b>	<b>5910-20200+2800</b>
<b>xxxvi Clerks</b>	<b>5910-20200+1900</b>
<b>xxxvi Senior Scale Stenographer</b>	<b>10300-34800+3800</b>
<b>xxxvi Junior Scale Stenographer</b>	<b>5910-20200+2800</b>
<b>xxxix Steno Typist</b>	<b>5910-20200+2000</b>
<b>xl. Restorer</b>	<b>5910-20200+1900</b>
<b>xli. Driver</b>	<b>5910-20200+2000</b>
<b>xlii. Peon</b>	<b>4900-10680+1300</b>

# XI

**The budgets allocated to each of its agencies, indicating the particulars/of all plans , proposed expenditures and reports on disbursement made**

Statement showing the Budget & Expenditure of Non Plan Period 2005-06 to 2009-10 (2230 Labour & Employment 03 Trg. 001 Direction & Admn.01 Directorate of Industrial Training)

Year	<u>Budget Demand</u>		<u>(in Lacs )</u>
	Revenue	Capital	Total
2005-06	50,56,29	Nil	50,56,29
2006-07	51,22,19	Nil	51,22,19
2007-08	53,59,93	Nil	53,59,93
2008-09	58,80,02	Nil	58,80,02
2009-10	64,37,37	Nil	64,37,37

Year	<u>Budget approved</u>		
	Revenue	Capital	Total
2005-06	46,77,65	Nil	46,77,65
2006-07	46,00,15	Nil	46,00,15
2007-08	56,29,38	NIL	56,29,38
2008-09	55,19,18	Nil	55,19,18
2009-10	60,21,74	Nil	60,21,74

Year	<u>Revised Budget</u>		<u>( in Lacs)</u>
	Revenue	Capital	Total
2005-06	45,10,17	Nil	45,10,17
2006-07	45,86,62	Nil	45,86,62
2007-08	50,74,15	Nil	50,74,15
2008-09	54,94,86	Nil	54,94,86
2009-10	61,25,35	Nil	61,25,35

Year	<u>Expenditure</u>		<u>(in Lacs)</u>
	Revenue	Capital	Total
2005-06		Nil	40,81,39
2006-07		Nil	43,49,00
2007-08		Nil	49,03,36
2008-09		Nil	52,15,49
2009-10		Nil	44,82,71(up to 01/2010)

**Statement showing the Budget & Expenditure of Non Plan Period 2005-06 to 2009-10 (2225 Welfare & Scheduled Casts & Back Ward Classis)**

Year	<u>Budget Demand</u>		<u>(in Lacs )</u>
	Revenue	Capital	Total
2005-06	83,90	Nil	83,90
2006-07	82,99	Nil	82,99
2007-08	79,82	Nil	79,82
2008-09	87,79	Nil	87,79
2009-10	99,23	Nil	99,23

Year	<u>Budget approved</u>		Total
	Revenue	Capital	
2005-06	79,76	Nil	79,76
2006-07	80,76	Nil	80,76
2007-08	77,86	NIL	77,86
2008-09	86,01	Nil	86,01
2009-10	95,09	Nil	95,09

Year	<u>Revised Budget</u>		<u>( in Lacs)</u>
	Revenue	Capital	Total
2005-06	79,96	Nil	79,96
2006-07	75,45	Nil	75,45
2007-08	75,55	Nil	75,55
2008-09	85,71	Nil	85,71
2009-10	94,82	Nil	94,82

Year	<u>Expenditure</u>		<u>(in Lacs)</u>
	Revenue	Capital	Total
2005-06		Nil	65,54
2006-07		Nil	64,27
2007-08		Nil	74,21
2008-09		Nil	75,35
2009-10		Nil	70,34 (up to 01/2010)

<b>Scheme: 2.37- Creating of ITI's into Centre of Excellence in Punjab (75:25)</b>
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<b>Year</b>	<b>2006-07</b>
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**A) Machinery & Equipment****Domestic Funded**

Sr. No.	Name of ITI	Alloted Funds	Expenditure	%age Utilization
1	Patiala	450000.00	445196.00	98.93
2	Ludhiana	450000.00	387586.40	86.13
3	Mohali(W)	750000.00	749772.00	99.97
4	Ropar	230000.00	226337.00	98.41
5	Hoshiarpur	482000.00	330031.00	68.47
6	Bassi Pathana	350000.00	196028.00	56.01
7	Rajpura	300000.00	298868.00	99.62
8	Gurdaspur	200000.00	167128.00	83.56
	<b>Total</b>	<b>3212000.00</b>	<b>2800946.40</b>	<b>87.20</b>

**Retroactive Funding**

9	Jalandhar (W)	250000.00	203408.00	81.36
10	Faridkot	250000.00	0.00	<b>0.00</b>
	<b>Total</b>	<b>500000.00</b>	<b>203408.00</b>	<b>40.68</b>
	<b>G.Total</b>	<b>3712000.00</b>	<b>3004354.40</b>	<b>80.94</b>

**B) Civil Works (Work executed by PWD)**

Sr. No.	Name of ITI	Alloted Funds	Expenditure	%age Utilization
1	Patiala	1000000.00	1000000.00	100.00
2	Ludhiana	1000000.00	0.00	<b>0.00</b>
3	Mohali(W)	1000000.00	1000000.00	100.00

4	Ropar	1000000.00	1000000.00	100.00
5	Hoshiarpur	1000000.00	0.00	<b>0.00</b>
6	Bassi Pathana	1000000.00	1000000.00	100.00
	<b>Total</b>	<b>6000000.00</b>	<b>4000000.00</b>	<b>66.67</b>

	<b>G.Total</b>	<b>9712000.00</b>	<b>7004354.40</b>	<b>72.12</b>
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<b>Scheme: 2.37- Creating of ITI's into Centre of Excellence in Punjab (75:25)</b>
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<b>Year</b>	<b>2007-08</b>
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**Domestic Funded**

Sr.No.	Name of the ITI	Other Expenditure		%age Utilization
		Alloted Funds	Expenditure	
1	Patiala	800000.00	231390	29
2	Ludhiana	800000.00	167428	21
3	Ropar	700000.00	47859	7
4	Bassi Pathana	800000.00	0	0
5	Mohali (W)	800000.00	309731	39
6	Hoshiarpur	800000.00	141437	18
7	Gurdaspur	500000.00	298311	60
8	Rajpura	500000.00	354480	71
	<b>Total</b>	<b>5700000.00</b>	<b>1550636.00</b>	<b>27</b>

**WB Funded**

Sr.No.	Name of the ITI	Other Expenditure		%age Utilization
		Alloted Funds	Expenditure	
1	Jalandhar (W)	500000.00	247821	50
2	Faridkot	600000.00	154684	26
3	Phagwara	500000.00	0.00	0
4	Moga	500000.00	194445	39
5	Bathinda	500000.00	0	0
6	Pathankot	500000.00	498103	100
7	Ferozepur	500000.00	4650	1
8	Sunam	500000.00	35000	7
9	Lalru	500000.00	134978	27
10	Batala	500000.00	0	0
11	Samrala	500000.00	179277	36
12	Kheowali(W)	700000.00	199999	29

13	Nawanshahar	800000.00	411711	51
14	Nangal	0.00	0.00	0
15	Patti	0.00	0.00	0
	<b>Total</b>	<b>7100000.00</b>	<b>2060668.00</b>	<b>29</b>

	<b>Total</b>	<b>12800000.00</b>	<b>3611304.00</b>	<b>28</b>
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<b>Scheme: 2.37- Creating of ITI's into Centre of Excellence in Punjab (75:25)</b>
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<b>Year</b>	<b>2008-09</b>
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**Domestic Funded**

Sr.No.	Name of the ITI	Machinery & Equipment		%age
		Alloted Funds by State Govt.	Expenditure	
1	Patiala	2000000.00	1336429	67
2	Ludhiana	2000000.00	947688	47
3	Ropar	1600000.00	1370840	86
4	Bassi Pathana	1700000.00	856876	50
5	Mohali (W)	5200000.00	4500432	87
6	Hoshiarpur	2700000.00	2422961	90
7	Gurdaspur	1300000.00	1176704	91
8	Rajpura	3500000.00	1159216	33
<b>Total</b>		<b>20000000.00</b>	<b>13771146.00</b>	<b>69</b>

**WB Funded**

Sr.No.	Name of the ITI	Machinery & Equipment		%age
		Alloted Funds by State Govt.	Expenditure	
1	Jalandhar (W)	2500000	522414	21
2	Faridkot	2500000	455984	18
3	Phagwara	2500000	1840448	74
4	Moga	2500000	1017641	41
5	Bathinda	2500000	1865248	75
6	Pathankot	3000000	2990152	100
13	Ferozepur	3077586	2504173	81
7	Sunam	2500000	920686	37
8	Lalru	2500000	1145712	46
9	Batala	2500000	1802753	72
10	Samrala	2500000	1982335	79
11	Kheowali(W)	4200000	3802281	91
12	Nawanshar	2500000	1999977	80
14	Nangal	2500000	77940	3
15	Patti	2500000	461593	18

16	Nabha	1000000	924341	92
17	Budhlada	1000000	493921	49
19	Talwara	1000000	607115	61
18	Kapurthala	1000000	571793	57
20	Amritsar	1000000	585990	59
	<b>Total</b>	<b>45277586</b>	<b>26572497</b>	<b>59</b>
<b>Upgradation of ITI's</b>				
21	Fazilka	1000000	192383	19
22	Amritsar(W)	1000000	76990	8
	<b>Total</b>	<b>2000000</b>	<b>269373</b>	<b>27</b>
19	Headquarter	2500000	232000	9
	<b>G.Total</b>	<b>69777586.00</b>	<b>40845016.00</b>	<b>35</b>

## 2.37-Creation of IIs Centre of Excellence into Punitdb - 2009-10

1.4.2009 to 31.7.2009

(Domestic Funded)

Total funded										Expenditure							Total
Supply & Material	Adver. & Publi	Prof. & Service	Other Charges	Minor works	Total	Other Admn.	Office Exp.	Salary	Domestic T.Exp.	Supply & Material	Adver. & Publi	Prof. & Service	Other Charges	Minor works	Total		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.00000	0.72939	0.40000	0.10110	0.25575	0.00000	0.00000	0.15549	0.00000	1.64173		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.07000	0.24406	0.05400	0.05966	0.42889	0.09300	0.00000	0.24215	0.00000	1.19176		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.06276	0.27787	0.32000	0.00000	0.17096	0.00000	0.00000	0.00000	0.00000	0.83159		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.00000	0.22426	0.15000	0.00000	0.00000	0.00000	0.05133	0.00000	0.00000	0.42559		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.00000	0.10866	0.37500	0.43193	1.56272	0.00000	0.00000	0.08319	0.00000	2.56150		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.00000	1.04493	2.32800	0.00000	0.64836	0.00000	0.00000	0.00000	0.00000	4.02129		
2.50000	0.15000	0.25000	0.30000	0.00000	8.50000	0.00000	0.49007	1.71850	0.01340	2.38709	0.11460	0.17037	0.23864	0.00000	5.13267		
2.50000	0.15000	0.25000	0.25000	0.00000	9.15000	0.00000	0.00000	1.28250	0.00000	0.31284	0.00000	0.00000	0.00000	0.00000	1.59534		
20.00000	1.20000	2.00000	2.05000	0.00000	72.55000	0.13276	3.11924	6.62800	0.60609	5.76661	0.20760	0.22170	0.71947	0.00000	17.40147		

e				
er. & libli	Prof. & Service	Other Charges	Minor works	Total
0000	0.00000	0.00000	0.00000	1.27431
0000	0.00000	0.16773	0.00000	1.71107
0000	0.00000	0.13210	0.00000	1.00674
0000	0.00000	0.00000	0.00000	1.35929
0000	0.13740	0.10050	0.00000	2.74793
0000	0.24232	0.00000	0.00000	3.92570
0000	0.00000	0.00000	0.00000	2.04501
0800	0.00000	0.00000	0.00000	2.73107
0000	0.00000	0.00000	0.00000	1.59450
0000	0.00000	0.00000	0.00000	1.53058
0000	0.00000	0.00000	0.00000	0.44849
0000	0.00000	0.00000	0.00000	2.62843
0000	0.00000	0.00750	0.00000	2.30448
0000	0.00000	0.00000	0.00000	1.64968
0000	0.00000	0.10930	0.00000	0.90728
0000	0.00000	0.22180	0.00000	2.19894

ed Bank Funded

0000	0.00000	0.00000	0.00000	0.00000	<b>0.13544</b>
0000	0.00000	0.00000	0.00000	0.00000	<b>3.75036</b>
0000	0.09005	0.00000	0.00000	0.00000	<b>0.63605</b>
0971	0.00000	0.00000	0.00000	0.00000	<b>3.60149</b>
0000	0.00000	0.00000	0.00000	0.00000	<b>3.53333</b>
0062	0.24705	0.00000	0.00000	0.00000	<b>2.18158</b>
0000	0.00000	0.00000	0.00000	0.00000	<b>0.00000</b>
<b>0833</b>	<b>0.71682</b>	<b>0.73893</b>	<b>0.00000</b>	<b>0.00000</b>	<b>43.90175</b>
<b>0593</b>	<b>0.93852</b>	<b>1.45840</b>	<b>0.00000</b>	<b>0.00000</b>	<b>61.30322</b>

Domestic Funded		Balance													
		Prof. & Service	Other Charges	Minor works	Total	Other Admn.	Office Exp.	Salary	Domestic T.Exp.	Supply & Material	Adver. & Publi	Prof. & Service	Other Charges	Minor works	Total
1560	0.00000	0.00000	0.00000	0.00000	3.65656	0.00000	0.36328	0.28000	0.12817	0.32413	0.00000	0.00000	0.00000	0.00000	1.09558
1662	0.00000	0.05638	0.00000	0.00000	0.95234	0.92944	0.95539	0.74873	0.58435	1.07152	0.11338	0.15000	0.34362	0.00000	4.89643
1000	0.00000	0.12825	0.00000	0.00000	5.22499	0.00000	0.04363	0.50561	0.00000	0.29725	0.00000	0.00000	0.02175	0.00000	0.86824
1862	0.08887	0.02800	0.00000	0.00000	1.93600	0.10000	0.83331	2.03000	0.20965	0.95896	0.00000	0.21113	0.27200	0.00000	4.61505
1500	0.04596	0.13312	0.00000	0.00000	2.52512	0.00000	0.44231	0.83000	0.05000	0.75966	0.00000	0.15404	0.11688	0.00000	2.35289
1000	0.59250	0.33831	0.00000	0.00000	4.24246	0.41057	1.74525	0.97100	0.41730	1.96351	0.30000	0.30750	0.56169	0.00000	6.67682
1935	0.07715	0.14228	0.00000	0.00000	3.36180	0.06000	0.00000	0.38914	0.02000	0.00000	0.00000	0.00000	0.00000	0.00000	0.46914
1000	0.04130	0.00000	0.00000	0.00000	2.37466	0.20000	1.87100	1.15000	0.12000	0.83776	0.15000	0.16834	0.16962	0.00000	4.66672
1519	0.80448	0.82634	0.00000	0.00000	24.27393	1.70001	4.38317	5.75448	1.40947	5.37503	0.41338	0.82267	1.31594	0.00000	25.64087

Balance									
Other Admn.	Office Exp.	Salary	Domestic T.Exp.	Supply & Material	Adver. & Publi	Prof. & Service	Other Charges	Minor works	Total
3.10278	6.61587	5.49625	2.87622	13.05673	0.06958	1.34036	1.19538	0.00000	33.75317
3.00000	7.22000	4.52500	2.07960	12.70000	0.40000	1.30000	1.06000	0.00000	32.28460
3.00000	7.91937	6.40000	2.10000	12.63395	0.50000	1.15000	1.06000	0.00000	34.76332
3.00000	8.05000	6.35645	2.10000	12.70000	0.40000	0.97490	1.06000	0.00000	34.64135
2.66660	6.33279	7.14250	2.04514	11.41375	0.27333	1.13031	0.99671	0.00000	32.00113
2.85006	6.26198	4.50000	1.96258	9.71683	0.66638	0.90761	1.06000	0.00000	27.92544
3.00000	7.39269	5.44900	1.96678	12.00000	0.50000	0.95000	0.95000	0.00000	32.20847
3.00000	7.99497	6.40000	1.96570	12.20126	0.50000	1.15000	1.06000	0.00000	34.27193
3.00000	7.57238	5.23600	2.00000	12.68143	0.50000	1.15000	0.95031	0.00000	33.09012
3.00000	8.05000	5.67336	2.00000	12.70000	0.40000	1.15000	1.06000	0.00000	34.03336
3.00000	7.60931	6.05646	1.91809	12.60386	0.40000	1.15000	1.06000	0.00000	33.79772
0.65184	7.15785	4.44752	1.87528	11.58384	0.01280	1.15000	1.06000	0.00000	27.93913
0.12938	6.44308	5.51950	1.95402	11.43784	0.32751	1.12200	0.80225	0.00000	27.73558
1.00000	7.94017	5.83952	1.79875	11.81665	0.41502	1.15000	1.15000	0.00000	31.11011
1.00000	7.80007	4.81683	1.98930	10.83499	0.37876	1.40433	1.04070	0.00000	29.26498
1.00000	6.54149	2.46074	2.00000	11.92260	0.29232	0.95000	0.72054	0.00000	25.88769
1.00000	7.48597	5.50000	2.00000	10.42065	0.50000	0.86810	0.95000	0.00000	28.72472
1.00000	7.75000	4.22700	2.00000	12.00000	0.40000	0.95000	0.95000	0.00000	29.27700
1.00000	7.70100	3.93226	1.92480	11.40814	0.40000	0.95000	0.83132	0.00000	28.14752
1.00000	7.34195	4.50000	1.81974	10.35850	0.50000	0.95000	0.89661	0.00000	27.36680
1.00000	7.25000	4.90000	1.80780	10.90692	0.17000	0.95000	0.95000	0.00000	27.93472
1.00000	7.75000	5.50000	1.99500	10.84188	0.50000	0.95000	0.95000	0.00000	29.48688
1.00000	7.69836	5.97200	2.00000	13.00000	0.40000	0.76977	0.95000	0.00000	31.79013
1.00000	7.59734	6.00000	2.00000	13.00000	0.40000	0.95000	0.95000	0.00000	31.89734
2.00000	5.40000	5.10000	2.00000	9.91353	0.40000	0.70000	0.70000	0.00000	26.21353
1.00000	7.75000	6.00000	2.00000	13.00000	0.50000	0.95000	0.95000	0.00000	32.15000
2.70000	7.47199	4.98978	2.00000	13.00000	0.40000	0.95000	0.89500	0.00000	32.40677
0.20000	1.15676	2.00000	1.54267	0.00000	0.54525	0.00000	0.60932	7.34000	13.39400
<b>50.30066</b>	<b>199.25539</b>	<b>144.94017</b>	<b>55.72147</b>	<b>319.85335</b>	<b>11.15095</b>	<b>28.06738</b>	<b>26.86814</b>	<b>7.34000</b>	<b>843.49751</b>
<b>52.00067</b>	<b>203.63856</b>	<b>150.69465</b>	<b>57.13094</b>	<b>325.22838</b>	<b>11.56433</b>	<b>28.89005</b>	<b>28.18408</b>	<b>7.34000</b>	<b>869.13838</b>

Balance									
Other Admn.	Office Exp.	Salary	Domestic T.Exp.	Supply & Material	Adver. & Publi	Prof. & Service	Other Charges	Minor works	Total
3.10	6.62	5.50	2.88	13.06	0.07	1.34	1.20	0.00	33.75
3.00	7.22	4.53	2.08	12.70	0.40	1.30	1.06	0.00	32.28
3.00	7.92	6.40	2.10	12.63	0.50	1.15	1.06	0.00	34.76
3.00	8.05	6.36	2.10	12.70	0.40	0.97	1.06	0.00	34.64
2.67	6.33	7.14	2.05	11.41	0.27	1.13	1.00	0.00	32.00
2.85	6.26	4.50	1.96	9.72	0.67	0.91	1.06	0.00	27.93
3.00	7.39	5.45	1.97	12.00	0.50	0.95	0.95	0.00	32.21
3.00	7.99	6.40	1.97	12.20	0.50	1.15	1.06	0.00	34.27
3.00	7.57	6.30	2.00	12.68	0.50	1.15	0.95	0.00	34.16
3.00	8.05	5.67	2.00	12.70	0.40	1.15	1.06	0.00	34.03
3.00	7.61	6.06	1.92	12.60	0.30	1.15	1.06	0.00	33.70
0.65	7.16	4.45	1.88	11.58	0.01	1.15	1.06	0.00	27.94
0.13	6.44	5.52	1.95	11.44	0.33	1.12	0.80	0.00	27.74
1.00	7.94	5.84	1.80	11.82	0.42	1.15	1.15	0.00	31.11
1.00	7.80	4.82	1.99	10.83	0.38	1.40	1.04	0.00	29.26
1.00	6.54	2.46	2.00	11.92	0.29	0.95	0.72	0.00	25.89
1.00	7.49	5.50	2.00	10.42	0.50	0.87	0.95	0.00	28.72
1.00	7.75	4.23	2.00	12.00	0.40	0.95	0.95	0.00	29.28
1.00	7.70	3.93	1.92	11.41	0.40	0.95	0.83	0.00	28.15
1.00	7.34	4.50	1.82	10.36	0.50	0.95	0.90	0.00	27.37
1.00	7.25	4.90	1.81	10.91	0.17	0.95	0.95	0.00	27.93
1.00	7.75	5.50	2.00	10.84	0.50	0.95	0.95	0.00	29.49
1.00	7.70	5.97	2.00	13.00	0.40	0.77	0.95	0.00	31.79
1.00	7.60	6.00	2.00	13.00	0.40	0.95	0.95	0.00	31.90
2.00	5.40	5.10	2.00	9.91	0.40	0.70	0.70	0.00	26.21
1.00	7.75	6.00	2.00	13.00	0.50	0.95	0.95	0.00	32.15
2.70	7.47	4.99	2.00	13.00	0.40	0.95	0.90	0.00	32.41
0.20	1.16	2.00	1.54	0.00	0.28	0.00	0.61	7.34	13.12
<b>50.30</b>	<b>199.26</b>	<b>146.01</b>	<b>55.72</b>	<b>319.85</b>	<b>10.78</b>	<b>28.07</b>	<b>26.87</b>	<b>7.34</b>	<b>844.19</b>
<b>54.97</b>	<b>199.26</b>	<b>146.01</b>	<b>55.72</b>	<b>319.85</b>	<b>10.78</b>	<b>28.07</b>	<b>26.87</b>	<b>7.34</b>	<b>844.19</b>

## XII

# The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

### Subsidy Programme

#### ਵਜੀਫਾ :-

- ੳ) ਵਜੀਫਾ ਲੈਣ ਦੇ ਚਾਹਵਾਨ ਸਿਖਿਆਰਥੀ ਨੂੰ ਸਿਖਲਾਈ ਵਿਚ 60 ਦਿਨ ਰਹਿਣ ਤੋਂ ਬਾਅਦ ਵਜੀਫਾ ਟੈਸਟ ਦੇਣਾ ਹੋਵੇਗਾ।
- ਅ) ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਕਬੀਲਿਆਂ ਦੇ ਸਿਖਿਆਰਥੀਆਂ ਅਤੇ ਸਾਬਕਾ ਫੌਜੀਆਂ ਜਾਂ ਉਹਨਾਂ ਦੇ ਬੱਚਿਆਂ ਨੂੰ ਕ੍ਰਮਵਾਰ ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਕਬੀਲਿਆਂ ਦੇ ਭਲਾਈ ਬੋਰਡ ਅਤੇ ਜਿਲਾ ਸੈਨਿਕ ਬੋਰਡ ਦੁਆਰਾ ਵੀ ਸਹਾਇਤਾ ਵਜੋਂ ਵਜੀਫੇ ਦਿਤੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਬਰਮਾ ਤੋਂ ਆਏ (ਰੀਪੈਟਰਇਸਟ) ਅਤੇ ਗੁੰਗੇ ਬਹਿਰੇ ਅਤੇ ਨੇਤਰਹੀਣ ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ ਵਜੀਫੇ ਦਿਤੇ ਜਾਂਦੇ ਹਨ। ਇਸ ਸਬੰਧੀ ਸੰਸਥਾ ਦੇ ਮੁੱਖੀ ਤੋਂ ਸੂਚਨਾ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
- ੲ) ਕਰਾਫਟਸਮੈਨ ਸਕੀਮ ਕੋਰਸ ਅਤੇ ਪੰਜਾਬੀ ਸਟੈਨੋਗ੍ਰਾਫੀ ਕੋਰਸ ਦੇ ਸਾਰੇ ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ 25/- ਰੁਪਏ ਤਕ ਮਾਸਿਕ ਸਹਾਇਤਾ ਵਜੀਫਾ ਸਹਾਇਤਾ ਵਜੋਂ 33<sup>1/3</sup>% ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ ਗਰੀਬੀ ਅਤੇ ਯੋਗਤਾ ਦੇ ਅਧਾਰ ਤੇ ਦਿਤੇ ਜਾਣਗੇ। ਪਰ ਇਹ ਵਜੀਫੇ ਪੱਛਤੀਆਂ ਸ਼੍ਰੇਣੀਆਂ ਲਈ ਰਾਖਵਾਂਕਰਨ ਕੇਸਾਂ ਦੀ ਸ਼ਰਤ ਅਧੀਨ ਹਨ। ਸਹਾਇਤਾ ਵਜੀਫੇ ਦੀ ਦਰ (ਰਕਮ) ਅਤੇ ਕਿਸੇ ਟਰੇਡ ਲਈ ਕਿੰਨਾਂ ਵਜੀਫਾ ਦਿੱਤਾ ਜਾਣਾ ਹੈ, ਇਸ ਵਿਚ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਤਬਦੀਲੀ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਆਰਟ ਤੇ ਕਰਾਫਟ ਟੀਚਰ ਟ੍ਰੇਨਿੰਗ ਕੋਰਸ ਦੇ ਸਾਰੇ ਵਿਦਿਆਰਥੀਆਂ ਵਿਚੋਂ 33<sup>1/3</sup>% ਫੀਸਦੀ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ 25/- ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਦੀ ਦਰ ਨਾਲ ਵਜੀਫਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਵਜੀਫਾ ਗਰੀਬੀ / ਮੈਰਿਟ ਦੇ ਅਧਾਰ ਤੇ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ।

ਕਟਾਈ ਸਿਲਾਈ ਤੇ ਕਢਾਈ ਟੀਚਰ ਟ੍ਰੇਨਿੰਗ ਕੋਰਸ ਦੇ ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ ਵਜੀਫਾ 15/- ਰੁਪਏ ਮਹੀਨਾ ਟੀਚਰ ਟ੍ਰੇਨਿੰਗ ਦੇ 50% ਸਿਖਿਆਰਥੀਆਂ ਨੂੰ ਗਰੀਬੀ ਅਤੇ ਯੋਗਤਾ ਦੇ ਅਧਾਰ ਤੇ ਦਿੱਤੇ ਜਾਣਗੇ। ਵਜੀਫੇ ਦੀ ਦਰ ਸਮੇਂ

ਦੇ ਮੁਤਾਬਿਕ ਵਧਾਈ ਜਾ ਸਕਦੀ ਹੈ।

- ਸ) ਅਨੁਸੂਚਿਤ ਜਾਤੀ ਦੇ ਸਿਖਿਆਰਥੀਆਂ ਲਈ ਪੋਸਟ ਮੈਟ੍ਰਿਕ ਸਕਾਲਰਸ਼ਿਪ ਸਕੀਮ ਦੀ ਪਾਲਿਸੀ ਦੇ ਲੜੀ ਨੰ: xii ਅਨੁਸਾਰ ਵਜੀਫੇ ਲਈ ਹੇਠ ਅਨੁਸਾਰ ਵਿਚਾਰਿਆ ਜਾਵੇਗਾ :-

A scholarship holder under this scheme will not hold any other scholarship/ stipend. If awarded any other scholarship/ stipend, the student can exercise his/ her option for either of the two scholarship/ stipends, whichever is more beneficial to his/ her and should inform the awarding authority through the head of the Institute about the option made. No scholarship will be paid to the students under this scheme from the dates he/ she accepts another scholarship/ stipend.

## XIII

### Particulars of recipients of concession, permits or authorizations granted by it.

There is provision of concessional bus pass facility provided by the Department to the students of ITI's running under the department of Industrial Training, Punjab.

Regarding this the details of budget and expenditure approved by the Government for the year 2009-10 is given as below:-

Head 2230- Labour and Employment 03 Training 800- Other expenditure - 02-Re-imbusement to Transports Deptt./PRTC in Lieu of free concessional travel facility. (Non-Plan) during the year **2009-10**

<b>Budget Allotment (Rs. in thousands)</b>	<b>Expenditure (Rs.in thousands)</b>
<b>400,70</b>	<b>400,62</b>

## **XIV**

### **Details in respect of the information, available to or held by it, reduced in an electronics forms**

The following information is available with the department in electronic form.

- 1 Information contained in 17 manuals prepared as per the provisions of right to information Act 2004.
- 2 The departmental rules.
3. The staff position which includes Name, Designation, Date of birth/Date of retirement, stay at posting station and Couple case/Handicapped etc of every employee.

## **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**

The entire information contained in the Manuals prepared as per provisions of Right to Information act 2005 has been put on the website of the Department ([www.dte.punjab.org](http://www.dte.punjab.org))

# XVI

## The names, designations and other particulars of the public information officers

The following officers have been designated appellate authority, State Public Information Officer and Public Information Officers.

- |   |   |  |
|---|---|--|
| 1 | <b>Smt. Daljit Kaur<br/>Additional Director<br/>Industrial Training, Punjab</b> | <b>Appellate Authority</b>                       |
| 2 | <b>Sh. Harpal Singh, Deputy Director<br/>Industrial Training, Pb.</b>           | <b>State Public Information<br/>Officer</b>      |
| 3 | <b>Sh. Amrik Singh<br/>Assistant Director</b>                                   | <b>Assistant Public Information<br/>Officer.</b> |