

Department of Industrial Training, Haryana.

As per clause 4(1)(b) of the Right to Information Act,2005 each public authority is required to compile and publish within 120 days from the enactment of the act the following manuals :-

i.	The particulars of its organization, functions and duties.
ii.	The power and duties of its officers and employees.
iii.	The procedure followed in the decision-making process, including channels of supervision and accountability.
iv.	The norms set by it for the discharge of its functions
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
vi.	A statement of the categories of documents that are held by it or under its control.
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.
viii.	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.
ix.	A directory of its officers and employees.
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
xi.	The budgets allocated to each of its agency, indicating the particulars/of all plans, proposed expenditures and reports on disbursement made.
xii.	The manners of execution of subsidy programme., including the amounts allocated and the details of beneficiaries of such programme.
xiii.	Particulars of recipients of concession, permits or authorizations granted by it.
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form.
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.
xvi.	The names, designations and other particulars of the public information officers.
xvii.	Such other information as may be prescribed.

And thereafter update these publications every year.

i) a. Particulars of organisation, functions and duties

In the present era of rapid industrialization, to ensure minimum acceptable standards, quality remains the main consideration of Department and recent technological advances have necessitated further development in the field of Industrial Training Department and can play a vital role in the technical upgradation and competitive development of industries in the State. In order to cope up with this requirement, constant development and upgradation of skilled worker is of utmost need of the industries. The Department envisages many programmes for modernization, strengthening and expansion of Industrial Training Department. To provide technical manpower to the industry, the department is running 119 Industrial Training Institutes(ITIs)/ Industrial Training Institutes (Women), 87 Private Industrial Training Centres(ITCs), one Govt. Art School, one Footwear Institute, 2 Advanced Vocational Training Centres and Basic Training Centres at various places in the State.

The main responsibility of Industrial Training Department is to provide Technical/skilled manpower according to the requirements of the industry in the State are :-

1. To administer and provide infrastructural facilities to the institutions functioning under the aegis of the department.
2. To formulate training policies and programmes pertaining to Industrial Training and Vocational Education.
3. To start new courses with approval of the Director General Employment and Training, Govt. of India, keeping in view the need of the industry in the emerging new technologies.
4. To issue NOC for establishment of Private I.T.Is./Art & Craft Teacher Training Course and Teacher Training Courses.
5. To expand the training facilities by opening new institutions in the State keeping in view the future requirement of industry.
6. To ensure a steady flow of skilled workers in different trades for the industry.
7. To raise the quality & quantity of Industrial production by systematic training of workers.
8. To reduce unemployment among the educated youth by equipping them for suitable employment through Technical and Vocational Education.

Centre of Excellence :-

Five I.T.Is namely Ambala, Yamuna Nagar, Karnal, Gurgaon and Faridabad have been upgraded into Centres of Excellence. In this scheme expenditure will be shared by the Centre and State in the ratio of 75.25.

The Government of Haryana created Directorate of Industrial Training Department to promote, guide and regulate Technical Institutions in the State. Presently, the department is imparting Industrial Training and Vocational Training under following schemes :-

1. Craftsman Training Scheme.
2. Vocational Education Institutes
3. Apprenticeship Training Scheme.

The list of the Industrial Training Institutes List is enclosed as Annexure “A”.

Trades in which training is being imparted in I.T.Is and ITI(W)of the State are given at Annexure “ C ” .

ii) **The Powers and duties of its officers and employees**

1. For smooth functioning of the department, the officers and employees have been assigned with the duties and powers as under:-

Director :- Director is the overall incharge of the department and enjoys the powers inherited by all the Heads of the Departments under Civil Service Rules, Financial Rules and other executive instructions issued by the Government from time to time. He is also responsible to set visions, targets and goal for the smooth and better functioning of the department. The Director is responsible for planning, organising, staffing, directing, coordinating and budgeting of the Department as a whole. For efficient working of the department certain powers of PFR & CSR have been delegated to field officers (Annexure 'D').

He is also the competent authority in matter of ex-India leave, promotions, appeal and punishment and policy matter with regard to group C and D posts. For group C, he is appointing authority & appellate authority for Group 'D' employees.

- a) To carry out the day to day work of the Department, different Branch Officers and other employees are working in different capacities having qualifications and experience of different disciplines. Besides, Controller of Examination is responsible for conducting exams and preparing various results of the schemes. The subordinate officers/employees carry out training, administrative work, budgeting and accounts jobs as per the directions of the Government issued from time to time and as per the priorities of the Government in specific areas or field. The officers of different branches have been delegated financial powers as well as administrative powers to perform their official duties.
- b) The channel to supervise the work of the department starts from the post of Deputy Superintendents, Superintendents, Deputy Directors, Joint Directors and thereafter the cases are submitted to the Director for taking decision. Targets have been fixed to complete the given task and in case there is any iota of laxity on the part of any officer/employee action is taken against the erring official.
- c) The State Government has fixed specified periods for the disposal of the different matters which are being followed by the department.
- d) The department is working under the Civil Service Rules Financial Rules, Budgetary Rules, Treasury Rules as are applicable to all the departments of the State. The departmental services have been classified into four categories. The terms & conditions of

appointments of its employees have been notified and all the employees are governed by these departmental service rules, apart from executive instructions issued by the Government from time to time.

In addition to the above, the norms prescribed by National Council for Vocational Training and guidelines issued by National Council for Vocational Education are also followed :

iii) a. The procedure followed

i. In the Head Office, PUC (Official letter) is dealt by Assistant, who puts up the file to the Deputy Superintendent /Superintendent who in turn submits the cases to Assistant Director/Deputy Director/Joint Director. Routine cases are finalized at the level of Assistant Director whereas important cases are sent to the Director for approval.

At Field Level

The main function of all field institutes is to provide technical/vocational training/education to the trainees with the team work of instructors, Group Instructors, Vice-Principals/Principals. The training is imparted by instructors as per the norms and syllabus is initially supervised by Group Instructors and then Principals/Vice Principals and Officers of the Head Quarter.

All Head of the field institutes are responsible for overall planning and management of the academic and administrative activities of the institutes including optimal utilization of resources. They are the implementing authority of plans and policies of the Government, perform the duties of Head of office at the institute level. They are the competent authority for all cases of Group 'D'. Cases for which the approval of the Director/Government is required are forwarded to the Head Quarters.

iv) The department discharge its function according to norms as below:-

1) The State Govt. has fixed specified periods for the disposal of the different matters which are being followed by the Department.

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:-

The department has no separate instructions, regulation, manuals of its own. The department is working under the Civil Service Rules, Financial Rules, Budgetary Rules, Treasury Rules as are

applicable to all the departments of the State. The departmental services have been classified into 8 different disciplines service rules, 4 departmental service rules have been framed to regulate the terms, conditions of appointments of its employees have been notified and all the employees governed by these departmental service rules. Apart from executive instructions issued by the Government from time to time.

The following record is maintained by the department:-

- i) Appointment, Loans, Pension, Instructions, Rules, ACR Files by the Administration section.
- ii) The Accounts Section maintain the Cash Books, Pay Bills, Contingent Bills, TA bills, Medical bills and other accounting register required under the financial rules of the State Government Each Section maintain its own record regarding their decisions and functions. Registers regarding maintenance of vehicles, Log Books, POL expenditure and other record concerning the duties and functions of the particular section is being maintained by each Section.

vi) The following documents are kept by the Directorate/Field institutes :-

a. Personal file of every officer/official.

This file contains a complete record of the employee right from his appointment in the Department. It includes details of his service for e.g. postings, promotions, leaves, etc. and also all correspondence related to the employee.

b. Service Book of every officer/official.

Service Book of every officer/official of the Directorate AND Principals & Vice Principals of ITIs.

It includes entries of personal data, increments, promotions, and service verification, leave record, assured career progression scheme and all details of service rendered.

c. Annual confidential report for every officer/official.

The yearly performance appraisal of each employee is recorded in the form of annual confidential report.

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.

and

viii) 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 meetings are accessible for public.

vii & viii) The Government has constituted IMCs in the six I.T.Is i.e. Ambala, Yamuna Nagar, Karnal, Sonapat, Gurgaon and Faridabad, with a view to formulate policies for effective functioning of the Institutes. The Chairman of the IMC is nominated by the Government from the industries. Besides the chairman, 10 members are also nominated from various fields such as industries, service sector and public. In addition to this, one member from the CII, a representative of the DGE&T, Head of the Institute, a Sr. Faculty member, Distt. Employment Officer and one student from the institute are also nominated as members.

Roll & responsibilities of the Institute Managing Committee (I.M.C.):-

General and Utilisation of Finance:

- The Institute Managing Committee would be free to generate funds through various projects from industry.
- These funds would be available to the Institute Managing Committee for utilisation as decided by them.

Student Selection:

- Vocational guidance about the nature of course, job opportunities and career prospects would be provided to student prior to applying for admission in I.T.I. so that they choose right courses.
- Introductory seminars for the fresh students (including visits to industries) may be conducted by Industries to create interest and motivate them.
- The Institute Managing Committee adopt various transparent methods of selection according the individual needs of each institute. However, the guidelines prescribed by the N.C.V.T. should not be violated.

Examination Supervision:

- The theoretical examinations will be jointly supervised by industry and Department.
- Practical examination and evaluation will be supervised jointly by industry and external examiner.

Faculty Evaluation :

- Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.
- Faculty Development Form will be designed by Institute Managing Committee which will include criteria for gradation and development of faculty.

Teaching Aids :

- Teaching Aids like working models, slides, video projections, instructions material in vernacular languages work books and detailed job assignments of the institute will be upgraded under the supervision of Institute Managing Committee.

MIS System:

- Under guidance of the Steering Committee the Managing Committee will introduce an MIS system for each I.T.I., CII will provide the necessary inputs for creating such MIS System.

Employment :

- The Institute Managing Committee will be responsible for helping students in registration, before passing out. All I.T.I. students will be registered with (i) Local Employment Exchange (ii) Overseas Employment Cell (iii) Regional Headquarter of CII (iv) Campus Interviews will also be arranged for them. Trainees will be helped by the industry to go in for Self-employment through acquisition of skills relating to interaction with Financial Institutes and basic trade and commerce facilities.

Faculty and Staff Development :

- Institute Managing Committee will identify the training needs of faculty and staff members based on Faculty Development Forms.
- Detailed annual and quarterly training calendars, budgets and release of personnel for training programmes will be planned by Institute Managing Committee including exchange of personnel between industry and institute.

Industrial Training :

- Institute Managing Committee will prepare guidelines for the Industrial Training with details of periods of training including projects for students and faculty. Students of one trade may be released together for Industrial Training in order to avoid disruption of training of I.T.I.
- IMC will also decide about the stipend to be paid to each student and faculty by the industry providing training.

Transfer for faculty:

- Institute Managing Committee will be taken into confidence while transferring the faculty from one institute to another.

Maintenance :

- The maintenance and replacement of the equipment at the institute will be supervised by Institute Managing Committee.

Capital Expenditure :

- Institute Managing Committee will be constituted for spelling out specification for the procurement of equipment including accessories and measuring equipment.

Curriculum Revamping :

- Institute Managing Committee will be allowed to revamp the curriculum of any trade above the NCVTs norms on the basis of industry needs.
- Institute Managing Committee will be allowed to include new trades and discontinue the obsolete trades by following simplified procedures to be decided by DGE&T.

Faculty Deputy :

- Deputation of the faculty from one institute to another will be made at the recommendations of Institute Managing Committee.

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Consultancy Rules :

- The rules for providing consultancy by the I.T.I. will be laid down in consultation with the Managing Committee.

The minutes of the meetings are accessible for public.

ix) A directory of its officers and employees.

ix) The designations of the employees of the Department with pay scales are placed at Annexure 'D'.

x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations

x) The officers and employees of the department are Governed by different pay scales and are allowed annual increments and other allowances such as TA, HRA, CCA basic pay + DP as are allowed/sanctioned by the Govt. from time to time.

xi) The information showing scheme wise provision of budget, expenditure,

xi) above information can be obtained from departmental website.

xii) The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.

xii) No subsidy/grants in aid are applicable to the Industrial Training Department Haryana, as it is only on educational and training institution.

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

Xiii) No concession, permits etc. are given by this department.

Xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

Xiv) Above mentioned information can be obtained from departmental web site.

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.

xv) List of ITIs and Private ITCs running under the aegis of department are available at departmental website.

xvi) The names, designations and other particulars of the Public information officers.

xvi) available at departmental website.

xvii) Such other information as may be prescribed.

xvii) See to the departmental website