

## Manual. 2

### Powers and Duties of Officers and Employees

[Section 4(1) (b) (ii)]

Please provide details of the powers and duties of officers and employees of the organization.

Sr. No.	Designation	Powers		Others	Duties
		Administrative	Financial		
1.	Principal	As Head of Office is authorized and responsible for all matters pertaining to establishment, training, stores etc.	As Drawing and Disbursing Officer (DDO) under Goa Delegation of Financial Powers Rules, he is responsible for all matters pertaining to Accounts, Stores etc.		Principal should ensure: 1. Training programs are carried out according to schemes. 2. Machines and equipments are properly maintained. 3. Manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time. 4. The Foreman and Group Instructors maintain an extremely close supervision on the work of instructors and the progress of the classes. 5. Proper discipline is maintained in the institute. 6. There is close relationship between the trainees and the instructional staff. 7. Proper follow-up is maintained of the passed out trainees. 8. Proper security arrangements are maintained and safety precautions observed. 9. Trainees get proper medical aid and welfare arrangements are available. 10. Proper facilities are made available to the inspection staff of the State Directorate of Craftsmen Training, D.G.E.T, and other authorized bodies.

2.	<b>Group Instructor</b>	Supervision and maintaining training imparted and control over instructional and other staff.		<p>He should ensure:</p> <ol style="list-style-type: none"> <li>1. Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections;</li> <li>2. The tests are regularly carried out, the trainees' work is correctly assessed, and proper record is kept in the progress cards in accordance with the established norms. Report feedback (such as critical analysis) to the Principal;</li> <li>3. Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.</li> <li>4. Safety precautions are observed in the workshop.</li> <li>5. The sections function strictly according to the time schedule laid down and proper discipline maintained.</li> <li>6. He conducts model lessons in his own or connected subjects.</li> <li>7. Regular check-up of lessons prepared by the instructors for their correct planning and accuracy. This may be done in the beginning of each working day for which the G.I. may spend about 15 minutes in each section.</li> <li>8. Attend the lectures of instructors from time to time to make sure that proper POT (principle of teaching) is followed.</li> <li>9. Also, carry out any additional work entrusted to him by the Principal.</li> </ol>
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3.	<b>Craft Instructor/ Vocational Instructor (Theory/ Practical)</b>	Control over the batch of trainees		<p>He/She should ensure:</p> <ol style="list-style-type: none"> <li>1. Taking classes of trainees in theory according to the prescribed syllabus.</li> <li>2. Conducting practical's demonstration as per graded exercises.</li> <li>3. Maintenance of attendance register, progress cards, dead-stock register, consumables register, manufacturing register and other sectional records in accordance with the instructions.</li> <li>4. Checking and correcting of theory notes, practical work and journals of trainees.</li> <li>5. Preparing charts, drawing and other visual aid material for the section.</li> <li>6. Ensuring that the machines in the sections are in good working condition and are properly cleaned at the closing time daily.</li> <li>7. Requisitioning of tools and raw materials required for the section.</li> <li>8. Ensuring close relationship with the trainees; and</li> <li>9. Attending to leave applications of trainees.</li> </ol>
4.	<b>Maths Instructor</b>	Control over the batch of trainees		<p>He should ensure:</p> <ol style="list-style-type: none"> <li>1. Taking classes of trainees in Workshop Calculation &amp; Science according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus.</li> <li>2. Follow established techniques of teaching.</li> <li>3. Maintenance of attendance register pertaining to his classes as per instructions.</li> <li>4. Checking and correcting of trainees' notes, and journals.</li> </ol>

				<p>5. Preparing charts, drawing and other visual aid material for the subject.</p> <p>6. Ensuring close relationship with the trainees; and Identify weak trainees in his subject and give individual attention to bring them at par with bright trainees to bring about quality in training.</p>
<b>5.</b>	<b>Drawing Instructor</b>	Control over the batch of trainees		<p>He should ensure that:</p> <ol style="list-style-type: none"> <li>1. Taking classes of trainees in Engineering drawing according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus.</li> <li>2. Follow established techniques of teaching;</li> <li>3. Maintenance of attendance register pertaining to his classes as per instructions;</li> <li>4. Checking and correcting of trainees' notes, and journals;</li> <li>5. Preparing charts, drawing and other visual aid material for the subject;</li> <li>6. Ensuring close relationship with the trainees; and</li> <li>7. Identify weak trainees in his subject and give individual attention to bring them at par with bright trainees to bring about quality in training.</li> </ol>
<b>6.</b>	<b>Employability Skill Instructor</b>	Control over the batch of trainees		<p>He/She should ensure:</p> <ol style="list-style-type: none"> <li>1. Taking classes of trainees in Social studies according to the prescribed syllabus. He should possess lesson plans as per the break up of syllabus.</li> </ol>

				<ol style="list-style-type: none"> <li>2. Follow established techniques of teaching.</li> <li>3. Maintenance of attendance register pertaining to his/her classes as per instructions.</li> <li>4. Checking and correcting of trainees' notes, and journals.</li> <li>5. Preparing charts, drawing and other visual aid material for the subject.</li> <li>6. Ensuring close relationship with the trainees; and</li> <li>7. Identify weak trainees in his/her subject and give individual attention to bring them at par with bright trainees to bring about quality in training.</li> </ol>
<b>8.</b>	<b>Store Keeper</b>	Control over purchase matters as per established norms and the movement of material in and out of the store.		<p>He is responsible for:</p> <ol style="list-style-type: none"> <li>1. Maintenance of Dead Stock Registers &amp; Consumable Registers for complete stores</li> <li>2. Maintenance of Permanent advance register</li> <li>3. Processing of purchase files- including inviting quotations/ tenders, preparation of comparative statements, issue of purchase orders, receipt of materials/tools/ equipments and inspection thereof, acceptance of items and stock them in stores, store inventory, distribution of purchased items as per the requisition of concerned staff through indents, certification of bills and send them to accounts section for settlement etc.</li> <li>4. Purchase of office stationery as per established procedures and issue them as per indent.</li> </ol>

				<ol style="list-style-type: none"> <li>5. Keep in constant touch with the Govt. Printing Press for acquisition of printed stationery for institute use.</li> <li>6. Verify stores periodically and take care of inventory green-yellow-red band method may be followed for stocking items as per priority.</li> <li>7. Supply of raw materials to all the sections in order to help conduct training smoothly.</li> <li>8. Keep record the names and addresses and contact numbers of all the prospective dealers of tools, equipments, machineries, consumables required for the trades that are run at the respective ITI.</li> <li>9. Maintain a catalogue file of Tools, Equipments &amp; machinery including prices of each item.</li> </ol>
9.	<b>Upper Division Clerks &amp; Lower Division Clerks:</b>			<p>Their responsibility include all the paper works in connection with the following areas of work:</p> <ol style="list-style-type: none"> <li>a. Manning the Accounts Section</li> <li>b. Handling of Cash section</li> <li>c. Looking after Establishment section</li> <li>d. Carry out duties of Training section</li> </ol> <p><u>Accounts:-</u></p> <ol style="list-style-type: none"> <li>1. Preparation of pay bills of all the Staff of the institute.'</li> <li>2. Maintenance of PBR, Bill Register, GFR-9 Register, Cheque Register, GFR-S etc.</li> <li>3. Preparation of FVC / Time Bound / AC-DC bills</li> <li>4. Preparation of Recoupment bills</li> </ol>

				<p>5. Preparation of traveling allowance, medical reimbursement, wages / remuneration bills/LTC bills etc.</p> <p>6. Preparation of GPF advance/Withdrawal bonus, festival advance, TA-DA advance bills etc.</p> <p>7. Bills connected with P.O.T. schemes.</p> <p>8. HBA/MCA/Computer advance matters</p> <p>9. Income tax/TDS matters Form 16, Form- 24, PAN-TAN matters etc.</p> <p>10. Issual of pay certificates</p> <p>11. Pay fixation matters, preparation of pay arrears bills etc.</p> <p>12. Requisition of funds under various heads of accounts</p> <p>13. Submission of Monthly Expenditure Statements in form GFR-9.</p> <p>14. Financial statements as requested by the Accounts sections of SDCT/DAP</p> <p>15. Get all types of bills that are forwarded to the Directorate of Accounts passed/granted. Fulfill any and every demand by the Accounts Department of the Finance Department.</p> <p>16. Any other work as allotted by the Group Instructor/Principal</p> <p><u>Cash:</u> -</p> <p>1. Drawing and disbursement of cash to the concerned staff / trainees under various heads of accounts.</p>
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				<ol style="list-style-type: none"> <li>2. Disbursement of 3rd party cheques</li> <li>3. Maintenance of cash book on a day-to-day basis</li> <li>4. Collection of CMD and other receipts on Receipts basis</li> <li>5. Deposition of cash received at the STO of taluka HQ.</li> <li>6. Periodic verification of balance under various heads.</li> <li>7. Preparation of Acquittance Rolls for cash disbursement</li> <li>8. Maintenance of CMD registers, cheque registers, etc.</li> <li>9. Maintenance of Vouchers / receipts / GFR- 8s/ Acquittances etc.</li> <li>10. Any other work as allotted by the Group Instructor/Principal</li> </ol> <p><u>Establishment:-</u></p> <ol style="list-style-type: none"> <li>1. Maintenance of Personal files of all the regular staff as well as contract staff</li> <li>2. Update periodically the Service Books of staff of the institute in order to make their pension cases a smooth affair.</li> <li>3. Maintain leave records of staff- Earned/Half Pay/Commuted/Casual/Restricted Holiday/ EOL etc.</li> <li>4. Release of increment to staff in time</li> <li>5. Keep records of LTCs Home Town/All India Tour of individual staff</li> <li>6. Supply statistics of staff whenever called for from the Head office.</li> </ol>
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				<p>7. Make sure the Head of Office / Principal sign every entry in the Service books and concerned staff are also take note of them by taking their signatures also.</p> <p>8. Be sure to forward individual representations to the PPL for further actions.</p> <p>9. Cooperate with the Accounts &amp; Training sections to update all the incidents in the service life of each staff.</p> <p>10. Monthly Staff meetings &amp; preparation of Minutes thereon.</p> <p>11. Procure and maintenance of newspapers, periodicals for faculty reading.</p> <p>12. Maintenance Housekeeping 5S</p> <p><u>Training:-</u></p> <p>1. Carry out Admission work as laid down in the prospectus and training manual</p> <p>2. Induction of trainees to the institute formally by conducting a ceremony.</p> <p>3. Prepare Timetable for every batch admitted/existing in consultation with the Group Instructor/ PPL/MI/DI taking care the no. of hours of practical and theory training are not short.</p> <p>4. Shift allocation to the instructional and support staff keeping in mind the influencing factors.</p> <p>5. Preparation &amp; Issue of I-Cards to trainees in coordination with the Head Office.</p>
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				<p>6. Procure &amp; Issue of training records to Cls/MI/DI/SSI as per their requirements for the sessional year.</p> <p>7. Carry out Internal Inspection of every Section by prior intimation to ensure that the faculty has all the records and aids for quality training impart.</p> <p>8. Conduct Quarterly tests as per the Training Calendar issued.</p> <p>9. Smooth conduction of All India Trade Test (NCVT)- allotment of seat numbers, preparation of halls tickets, seating arrangements, invigilation duties allocation, supervision, supply of answer papers/ supplementary, collection of answer papers, check and seal, send to SDCT etc.</p> <p>10. Trade Test SCVT</p> <p>11. Certificates _National, Provisional &amp; Bonafide etc.</p> <p>12. Affiliation</p> <p>13. Trainees absconding, mass absconding, discipline, poor performance, struck off etc.</p> <p>14. Industrial tour Inplant/ Inpress Training</p> <p>15. Placement of trainees apprentices list to companies etc.</p> <p>16. Maintenance of Trade files for each trade, viz., MD, E, L, P, W, F, RAC, T, DTPO, &amp;CS.</p> <p>17. Activities under POT schemes.</p> <p>18. Monthly Returns Position of trainees</p> <p>19. IMC activities</p>
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				<p>20.Scholarships under various schemes to trainees.</p> <p>21.Miscellaneous work.</p>
<b>10.</b>	<b>Workshop Attendants</b>			<p>He should ensure:</p> <ol style="list-style-type: none"> <li>1. Assist the Craft Instructors in all workshop related activities-such as cleaning of machines, equipments, tools, transportation of raw materials to and from stores, oiling of moving parts, office liaison etc.</li> <li>2. Assist sweeper in their works as floor cleaning, dusting of workshop equipments etc.</li> <li>3. Assist Maintenance Mechanics in their day-to-day maintenance of machineries.</li> <li>4. Be there in the workshop all the time when practical training is going on/when the machines are running/as and when the faculty wants.</li> <li>5. Carryout tool-crib duties.</li> </ol>
<b>6.</b>	<b>Drivers</b>			<p>He should:</p> <ol style="list-style-type: none"> <li>1. Take care, do maintenance and ply the institute vehicles as per the stipulated time tables and to the required destination.</li> </ol>
<b>7.</b>	<b>Watchman</b>			<p>He should ensure:</p> <ol style="list-style-type: none"> <li>1. Security of the institute property at all times-day and night.</li> <li>2. Not to grant entry to any unauthorized person/s to the institute compound</li> <li>3. Keep constant vigil to avoid any untoward incident such as theft, damage to property etc.</li> <li>4. Inform happenings- anything and everything that is abnormal at the institute.</li> </ol>

					5. Protect power installations that are mostly isolated.
<b>8.</b>	<b>Peon</b>				<ol style="list-style-type: none"> <li>1. Maintain the office clean and tidy.</li> <li>2. Do all housekeeping work as directed by the office staff.</li> <li>3. Circulate correspondences to staff as and when needed.</li> <li>4. Attend to PPL / Group Instructor / Foreman if called for.</li> </ol>
<b>5.</b>	<b>Sweeper</b>				<ol style="list-style-type: none"> <li>1. Sweep &amp; clean all the sections on a day-to-day basis.</li> <li>2. Empty waste bins everyday at a regular time.</li> <li>3. Wash, clean the WC, toilets, wash basins etc. germs free and neat.</li> <li>4. Keep the corridors, aisle, passages etc. neat and clean at all times.</li> <li>5. Attend to any other cleaning work as instructed by the superiors.</li> </ol>
<b>6.</b>					

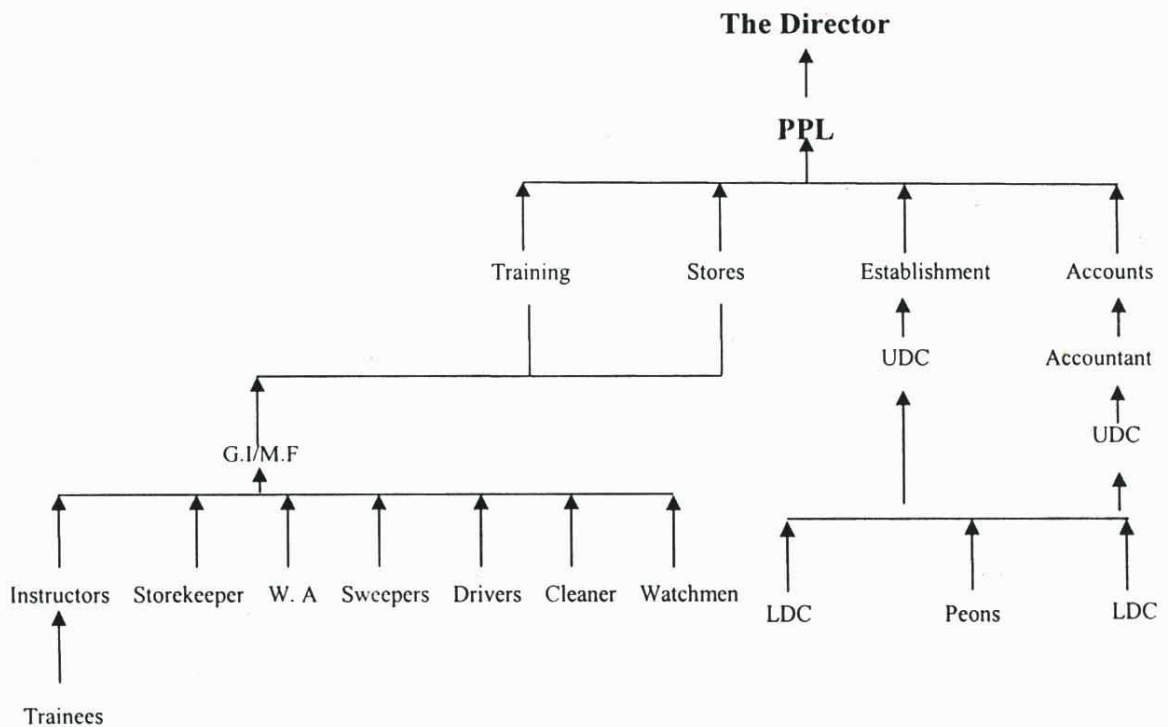
## Manual. 3

### Procedure followed in Decision Making Process

[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Principal, Group Instructor, Millwright Foreman, Craft Instructor, Maths Instructor, Drawing Instructor, Social Studies Instructor, Lower Division Clerk, Upper Division Clerk etc. shall function as indicated in Manual-II and report to the concerned as per the Flow chart shown below.



## Manual -4

### Norms set by it for discharge of its functions.

[Section 4(1) (b) (iv)]

Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Sr. No.	Activity	Time frame/ Norm for its completion/ disposal.	Remarks
1.	Training	As per D.G.E.T. norms and Training Calendar by the department of Craftsmen trainino. SDCT	
2.	Establishment	As per government office procedures	
3.	Cash & accounts	As per GFRs in force from time to time	
4.	Stores	As per Government norms and stores procedures in force from time to time	

The Institute functions in 2 shifts as per the following Time-Table:

#### **Training**

1. **First Shift:** From 08.00 A.M. To 03.30 P.M. with Lunch Break and Library from 12.40 P.M. to 01.30 P.M.
2. **Second Shift:** From 10.00 A.M. To 05.30 P.M. with Lunch Break from 12.00 PM to 12.50 P.M.
3. **Office:** From 10.00 A.M. To 05.30 P.M. with Lunch Break from 1.00 PM to 2.00 P.M.

Every year the trainees are admitted to the institute in the month of July and admissions are completed for one year trades by the 15th August and 2 year trades by 30th August.

Examinations are conducted by the National Council for Vocational Training (NCVT) / State Council for Vocational Training (SCVT) as the case may be normally by the 2nd fortnight of July.

## Manual -5

### Rules, regulations, instructions, manuals and records for discharging functions.

[Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:-

<b>Sr. No.</b>	<b>Name of the act, rules, regulations etc</b>	<b>Brief gist of the contents</b>	<b>Reference No if any</b>	<b>Price in case of priced publications</b>
1	Training Manual	Complete set of rules, regulations etc.	A DGET production	Rs. 125/-copy
2	Training calendar issued once a year	Weekly breakup of training activities to be followed	A departmental (SDCT) publication	
3	Govt. circulars / orders issued from time to time	Various administrative, financial and technical matters	SDCT, Panaji Goa.	
4	ITI Prospectus	Details of courses offered, job prospects, facilities, conditions of eligibilities and details of intake capacity.	A departmental (SDCT) publication	Rs. 45/- copy

For admitting new trainees applications are to be invited through the advertisements in local newspapers for seeking admissions to various trades. Once the trainees are admitted, they will be inducted ceremoniously and given various instructions / guidance regarding discipline, discharge of various functions and maintenance of records laid down in the Training Manual for ITIs developed by the D.G.E. & T., Government of India, New Delhi.

## Manual -6

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

[Section 4(1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be tabulated, indexed and catalogued. An illustrative list is given below.

A statement of the categories of documents held

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Increment register	Salary increment of staff	Establishment section	No time limit
2.	PBR	Pay details of Class III & IV staff	ACCT section	No time limit
3.	GFR-9 register	FVC bill details	ACCT section	No time limit
4.	Bill register	Bills details	ACCT section	No time limit
5.	Admission register	Trainees admitted, year wise	TRG section	No time limit
6.	Cash book	Amount received, drawn disbursed etc	Cash section	No time limit
7.	Receipts book	Revenue to govt.	Cash section	Kept till the expiry of retention period in terms of provisions contained in GFRs and various other Govt.orders issued on the subject from time to time.
8.	Store Deadstock & Consumable Registers	Purchases account	Stores section	No time limit
9.	Section stock registers	Section stock details	Concerned sections	No time limit
10.	Records of results / Certificates to trainees	Training files	TRG section	No time limit
11.	Training records	Training records of trainees for various trades	Concerned Cls.	Kept till the expiry of retention period in terms of provisions contained in GFRs and various other Govt.orders issued on the subject from time to time.
12.	Accounts section records	Account matters	ACCT section	No time limit
13.	Miscellaneous records	RIT Act, IMC., ISO, IDP AMC Etc.	ESTT section	-do-
14.	POT records	Material records, Training records Bills issued, revenue collected, shares disbursed	Store, Training, Cash & ACCT section	-do-



## Manual. 7

### 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 of implementation

[Section 4(1) (b) (vii)]

Details of the consultative committee and other bodies with which consultation are held Other procedures adapted for formal or informal consultations with the public may also be indicated such as Other details whether the meetings are open to public, minutes are accessible to public etc. may be indicated.

Sr. No.	Name and address of the consultative Committee/bodies	Constitution of the committee /body	Role and responsibility	Frequency of meetings
1.	IMC., Bogda, Vasco Goa	Consultations on training & administrative matters	IMC should help in : <ul style="list-style-type: none"> <li>• Generation and utilization of finance.</li> <li>• Donation of machinery and equipment.</li> <li>• Student selection through vocational guidance.</li> <li>• Placement.</li> <li>• Faculty and staff development.</li> <li>• Mentor and one day lectures.</li> <li>• Seminars and workshops.</li> <li>• Trade advisory committees.</li> <li>• Industrial training.</li> <li>• Curriculum revamping.</li> <li>• Equipment</li> <li>• Maintenance.</li> <li>• Providing working models/teaching aids.</li> <li>• Capital expenditure.</li> <li>• Examination</li> <li>• Supervision.</li> <li>• Faculty evaluation.</li> <li>• Transfer / Deputation of faculty.</li> </ul>	Monthly
2.	Staff of the institute	Staff meeting	To discuss training and other matters	Monthly / as and when called
3.	Principal's meeting with SDCT	Meeting at HO level	To discuss training and other matters	Monthly / as and when called
4.	Internal committees are set up from time to time to deal with various training and related activities such as, admission committee, stores verification committee, induction ceremony committee, cultural committee, exam committee sports committee etc.			As and when needed

## Manual -8

### A statement of boards, council, committees and other bodies constituted.

[Section 4(1) (b) (viii)]

This can be prepared in the following format:-

Sr. No	Name & address of the body	Main functions of the body	Constitution of the body	Date of the constitution	Date up to which valid	Whether meetings are open to public	Whether minutes accessible to public	frequency	Remarks
1	IMC., Bogda, Vasco - Goa		<p>Constituted at department level with Government approval Members are as follows:</p> <ol style="list-style-type: none"> <li>1. Shri. Shakil V. Manerkar Managing Partner Mis. Siddharth Chemicals</li> <li>2. Ms. Zena Andrade, Senior Manager - HR, Zuari Ind. Ltd.</li> <li>3. Shri.R. P. Deshpande, Training Manager Mis. Goa Shipyard Ltd.</li> <li>4. Shri. P. K. Rai, General Manager HR, Meta strips Ltd.</li> <li>5. Shri N. S. Madkaikar Secretary - G.A.D Mis. MPT</li> <li>6. Shri. Hemant Arondekar, Managing Partner Mis. Pinakar Cons. Pvt Ltd.</li> <li>7. Shri. Krishnakanat Kamat Managing Partner Mis. Auto Care</li> <li>8. Shri.P. S. Naik, Mis. Vishal Ore Carriers Pvt. Ltd</li> <li>9. Milind Arolkar Mis. Damodar ShippingLine Pvt Ltd.</li> <li>10. Shri C. Dayal, Member - SITEG</li> <li>11. Shri V. M. Gaitonde, Secretary, Society for industrial &amp;, Technical Education of Goa (SITEG),</li> <li>12. Shri B. S. Mathur, Director, Institute of Maritime Studies, Society for industrial &amp;, Technical Education of Goa (SITEG),</li> </ol>	March 2007	March 2010	No	Yes	Mont hly	

			13. Commander B. Sengupta Principal, Institute of Shipbuilding Technology, 14. Shri Kiran Nayak, Kirti Marine, 15. The Director/ Representative of SDCT, 16. The Training -cum- Placement Officer, of Craftsmen Training, 17. Shri Sunil M. Jaralika, Principal Industrial Training Institute, 18. Shri Vishnu B. Gaude, Group Instructor Industrial Training Institute, 19. Shri Vasudev P. Phadte, Drawing Instructor 20. Shri Kushal R. Hadkonkar, Trainee Representative 21. The Commissioner, Dist. Employment Officer Commissioner Labour & Employment						
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Industrial Training Institute, Bogda, Vasco Goa has a Institute Management Committee (IMC) having its Chairman from the local industry including minimum three other members to keep liaison with the placement of ex-trainees in industries for manpower requirement and avoid the mismatch between training given in the ITI and requirement of the institute. They are also authorized to add new machinery for it is for up-gradation with the approval of the Government.

## Manual -9

### Directory of Officers and Employee

[Section 4(1) (b) (ix)]

Sr. No	Name	Designation	Office Tel. No	E-mail Address
1	Shri. Joao J. Caldeira	Principal	0832-2524030	
2	Shri Dilip D. Netalkar	Group Instructor		
3	Shri Basilio Fernandes	V.I. (P) RAC		
4	Shri Antonio F.Z. Rodrigues	V.I (P) Mech Electronics		
5	Shri Sanjay Harmalkar	V.I. (P) Electrician (Wireman)		
6	Shri. Walter Afonso	V.I (P), Electrician		
7	Shri Keliston Dias	V.I. (T) (MI/DI)		
8	Shri Somnath Chari	V.I. (P) Mech. Electronics		
9	Shri. Zuber Khan	V.I (P) DTPO		
10	Shri Rohan Fernandes,	V.I.(P) Fitter		
11	Shri. Sachin Shanbag	V.I., M.I.D.I		
12	Shri. Kalidas Adkonkar	V.I (P) Mech. Diesel		
13	Shri Vithoba Velip	V.I. (P) Plumber		
14	Shri. Prashant .G. Gaonkar	V.I (T) Electrician		
15	Shri. Derryl Vaz	V.I (P) Electrician		
16	Shri Vinayak Mahindrakar	Programming Assistant		
17	Shri Tanuj Kumar De	Store Keeper		
18	Smt. Benta Brenda Menezes	Upper Division Clerk (U.D.C.)		
19	Shri Vishal Gawde	Lower Division Clerk (L.D.C.)		
20	Smt. Rupam Manjrekar	Peon		

## Manual - 10

### The Monthly Remuneration Received By Each of the Officers and Employees, Including the System of Compensation as Provided in Regularisation

[Section 4(1) (b) (x)]

<b>STAFF LIST WITH DESIGNATION</b>				
<b>Sr. No.</b>	<b>Employee Names</b>	<b>Designation</b>	<b>Pay Scale</b>	<b>Monthly Remuneration</b>
1	Shri. Joao J. Caldeira	Principal	Level 8	84,832/-
2	Shri D. D. Netalkar	Group Instructor	Level 9	1,31,626/-
3	Shri Basilio Fernandes	V.I. (P) RAC	Level 8	1,06,910/-
4	Shri Antonio F.Z. Rodrigues	V.I (P) Mech Electronics	Level 8	1,03,851/-
5	Shri Sanjay Harmalkar	V.I. (P) Electrician (Wireman)	Level 8	95,206/-
6	Shri. Walter Afonso	V.I (P), Electrician	Level 8	92,546/-
7	Shri Keliston Dias	V.I. (T) (MI/DI)	Level 6	60,094/-
8	Shri Somnath Chari	V.I. (P) Mech. Electronics	Level 6	60,094/-
9	Shri. Zuber Khan	V.I (P) DTPO	Level 6	60,094/-
10	Shri Rohan Fernandes,	V.I.(P) Fitter	Level 6	55,173/-
11	Shri. Sachin Shanbag	V.I., M.I.D.I	Level 6	55,173/-
12	Shri. Kalidas Adkonkar	V.I (P) Mech. Diesel	Level 6	55,173/-
13	Shri Vithoba Velip	V.I. (P) Plumber	Level 6	55,173/-
14	Shri. Prashant .G. Gaonkar	V.I (T) Electrician	Level 6	53,577/-
15	Shri. Derryl Vaz	V.I (P) Electrician	Level 6	53,577/-
16	Shri Vinayak Mahindrakar	Programming Assistant	Level 6	63,929/-
17	Shri Tanuj Kumar De	Store Keeper	Level 4	38,149/-
18	Smt. Benta Brenda Menezes	Upper Division Clerk (U.D.C.)	Level 4	40,277/-
19	Shri Vishal Gawde	Lower Division Clerk (L.D.C.)	Level 2	35,622/-
20	Smt. Rupam Manjrekar	Peon	Level 1	31,377/-

## Manual - 11

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

(In Lakhs)

Sub Major Head, Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				
<b>01 - Industrial Training Institute (NP)</b>				
01 - Salaries	6.40	9.00	7.24	7.11
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				
<b>02 - Industrial Training Centre Expansion (NP)</b>				
01 - Salaries	6.20	13.00	1.95	11.35
13 - Office Expenses	5.00	12.00	8.83	9.51
21 - Material & Supply	2.00	10.00	6.00	5.14
24 - P.O.L	0.50	1.50	1.00	0.75
28 - Professional Service	0.30	0.80	6.00	0.94
30 - Contractual Service	18.15	32.00	27.74	27.70
34 - Scholarship & Stipend	0.30	3.00	3.00	4.44
50 - Other Charges	8.25	10.00	9.66	3.06
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				
<b>03 - Common Service Facility Centre (NP)</b>				
01 - Salaries	7.60	9.00	8.47	8.19
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				
<b>04 - Industrial Training Institute Centre (NP)</b>				
01 - Salaries	106.00	180.00	130.77	173.71
11 - Domestic Travel Expenses	0.20	0.50	0.50	0.09
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				

<b>05 - Skilled Development Project of world bank (NP)</b>				
01 - Salaries	20.10	28.00	24.84	23.58
11 - Domestic Travel Expenses	0.10	0.20	0.20	0.08
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>101 - Industrial Training Institute</b>				
<b>08 - Centre of Excellence (Plan)</b>				
01 - Salaries	0.00	0.00	0.00	2.52
<b>2230 - Labour &amp; Employment</b>				
<b>03 - Training</b>				
<b>102 - Apprenticeship Training</b>				
<b>02 - Apprenticeship Scheme under App. Act (NP)</b>				
34 - Merit Scholarship/Stipend	2.11	4.40	4.02	1.95

## Manual – 12

[ Section 4 (1) (b) (xii) ]

### List of institutions given subsidy

<b>Sr. No</b>	<b>Name &amp; address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
<b>NOT APPLICABLE</b>						

### List of individuals given subsidy

<b>Sr. No</b>	<b>Name &amp; address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme &amp; criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
<b>NOT APPLICABLE</b>					



## Manual – 13

Particulars of Recipients of Concessions, permits or authorization granted by it

[Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the Beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and criteria for selection	No. of similar concession given in past with purpose
<b>NOT APPLICABLE</b>					

### **Concession as per Item No. 17 of prospectus, 2007:**

Trainees are given the following concession while at the institute.

1. Caution Money Deposit and Tuition fee are waived off for SC/ST candidates/BPL & All those whose annual income is less than 3,00,000/-
2. Free training.
3. Free workshop clothing to all the trainees to the extent of cloth for a pair of pant & shirt.
4. Free facilities for recreation & sports.

### **Scholarships as per Item No. 19 of prospectus 2007:**

1. Merit scholarship @250/- pm/trainee for three trainees per unit of 16 trainees in each trade.
2. BPL scholarship @600/- pm for BPL/SC/ST and all candidates whose parental annual income is less than 3,00,000/-
3. Social Welfare Dept. of Govt. of Goa offers freships/scholarships to SC/ST/OBC/Physically handicapped trainees.
4. The Education Dept. of Govt. of Goa also offers scholarships for children of teachers.

## Manual -14

Particulars of Recipients of Concessions permits or authorization granted by it

[Section 4(1) (b) (xiv)]

**Information available in an electronic form**

**15.1 Please provide the details of the Information related to the various schemes which are available in the electronic format.**

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base.
<p style="text-align: center;"><b>The Department maintains a website titled</b></p> <p style="text-align: center;"><b><a href="https://itivasco.goa.gov.in/">https://itivasco.goa.gov.in/</a></b></p> <p style="text-align: center;"><b>from which all information related to ITI training may be obtained</b></p>				

Hard copy and soft copy in electronic form stored on the CD of all the 17 Manuals of RTI Act, 2005 pertaining to Industrial Training Institute, Bogda, Vasco Goa are hereby submitted.

# Manual – 15

Particulars of the facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

## Facilities available for obtaining information

<b>Sr.No.</b>	<b>Facility available</b>	<b>Nature of information</b>	<b>Working Hours</b>
<b>Information Counter</b>	Information counter	All information about ITI Training	10.00 am to 5.30 pm
<b>Web site</b>	<a href="https://itivasco.goa.gov.in/">https://itivasco.goa.gov.in/</a>	All information about the Directorate of Craftsmen Training in the state of Goa	<b>24 x 7</b>
<b>Library</b>	Reading room/ class rooms / Audio Visual aids	Technical and Non Technical books and Audio Visual aids of various trades	10.00 am to 5.30 pm
<b>Notice Board</b>	Notice boards are placed at Principal's cabin, workshop, Office etc for the information Of trainees, staff and public	All information about ITI Training activities	10.00 am to 5.30 pm

## Manual -16

Name & designation and other particulars of public Information Officers

[Section 4(1) (b) (xvi)]

### List of Public Information Officers

Sr no.	Designation of the officer designation as PIO	Postal address	Tel. No	E-mail address	Demarcation of area/activities, if more than one PIO is there
1.	Shri. J. J. Caldeira Principal	ITI, Bogda Vasco	0832- 2524030	Vasco- iti.goa@nic.in	-

### List of Assistance Public Information Officers

Sr. no	Designation of the Officers designated as APIO	Postal address	Tel No	E-mail address	Demarcation of area/activities, if more than one APIO there
1.	Shri. Dilip Netalkar	ITI, Bogda vasco	0832- 2524030	Vasco- iti.goa@nic.in	-

### First Appellate Authority within the department

Sr. no	Designation of the Officers designated as First Appellate Authority	Postal address	Tel No	E-mail address
1.	The Director, DSDE	Directorate of Skill Development and Entrepreneurship, Sharma Shakti Bhavan, 3rd floor, Patto Plaza, Panjim Goa-403001	0832- 2437060/59	dir- sdct.goa@nic.in

**Manual – 17**

**[Section 4(1) (b) (xvii)]**

**Other information as may be prescribed**

**All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.**

**The information given in the above MANUALS from 1 to 17 are subjected to up-gradation as and when necessitated.**