

Information
under
Right To Information Act 2005

**Department of Industrial Training &
Vocational Education, 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 17 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 and Vocational Education 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 & Vocational Education Department. The department is running 78 Industrial Training Institutes (47+31), Industrial Training Institutes (Women), 112 Vocational Education Institutes at various places in the State (list at Annexure "A & B") one Govt. Art School, one Footwear Institute, 2 Advanced Vocational Training Centres and Basic Training Centres to provide technical manpower to the industry.

The main responsibility of Industrial Training and Vocational Education 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 and Vocational Education 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 of ITI/DDVEOs of VEIs/Vice Principals.

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 to 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, upto 30.11.05 and likely expenditure upto 31.3.06 is as under :-

Progress Report according to Major/Minor Head of Development-wise Outlay and Expenditure of Annual Plan 2005-06 upto 30.11.2005 and likely exp. till the end of 31.3.2006

State: Haryana-DIT&VE

(Rs. In lakh)

Sr. No.	Name of Schemes	Annual Plan 2005-06				
		Approved Outlay	Exp. incurred upto 30.11.05	% age of (col.4 to col.3)	Likely exp. till end of 31.3.2006	Reason of shortfall / Excess if any
1.	2.	3.	4.	5.	6.	7.
1.	State Project Implementation Unit (SPIU) & Media Instructions System Instructions System Scheme.	50.00	10.18	20.36	50.00	Due to Non purchase of Computers under this scheme.
2.	Introduction of Modern Trades in existing I.T.I.s & ITI(W).	683.50	125.07	18.29	683.50	Due to non purchase of machinery and non filling up of vacant posts.
3.	Modernisation of Machinery Equipment & Furniture.	500.00	71.42	14.28	500.00	Due to lengthy Purchase Procedure, machinery has not been purchased
4.	Upgradation of guest classes of ITI's & ITI(W) into full fledged ITI's.	115.00	64.67	56.23	115.00	-
5.	Establishment of New ITI's & ITI (W).	500.00	96.42	19.28	500.00	Due to non filling up of vacant posts and non purchase of machinery
6.	Establishment of Basic Training Centre.	5.00	1.20	24	5.00	Due to non filling up of vacant posts.
7.	Expansion of AVTS & Hi-tech Scheme	8.00	2.82	35.25	8.00	Due to non filling up of vacant posts.
8.	State Institute of Vocational Education (SIVE).	7.00	3.23	46.14	7.00	-do-
9.	District Vocational Wing.	75.00	54.65	72.86	75.00	-

10.	Opening of New VET's	470.00	183.56	39.05	470.00		Due to purchase of machinery & furniture and due to non filing of vouchers up of vouchers posts.
11.	Introduction of Vocational Courses under 10+2 Scheme (98 Centre)	496.50	55.07	11.09	496.50		Due to purchase of machinery & furniture
12.	Training Building ITIs/VEIs.	90.00	33.35	37.05	90.00		Expenses incurred on PWD and repair work not recorded
13.	Upgradation of ITI's into Centres of Excellence State Share	200.00	0	0	200.00		0
	Total	3200.00	701.64	21.92	3200.00		

100% Centrally Sponsored Schemes of Annual Plan 2005-06
upto 30.11.2005 and likely exp. till the end of 31.3.2006.

State: Haryana, DIT&VE

(Rs. In lakh)

Sr. No.	Name of Department/ Scheme	Annual Plan 2005-06					
		Approved Outlay	Funds received from GOI	Exp. incurred from 1.4.05 to 30.11.05	% age of exp. to Approved Outlay (col.5 to col.3)	Likely exp. till end of 31.3.06	Reasons of shortfall / excess if any (col.6)
1	2.	3.	4.	5.	6.	7.	8.
1	Organising special Training for SC/ST under Special Central Assistance Scheme.	18.00	-	8.38	46.55	18.00	-
2	Upgradation of ITI, Ambala Cantt. & Pundri.	15.00	-	9.50 (including 5.00 lakhs Civil Works.	63.33	15.00	-
	Total	33.00	-	17.88	54.18	33.00	-

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 & Vocational Education 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 in the form of hard copy/soft copy at web site (under development).

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) There are presently 78 Industrial Training Institutes/Industrial Training Institutes (Women) and 112 Vocational Education Institutes situated at various places in the

State. List enclosed at Annexure “A” & “B”. The general public may obtain information as per clause 4(i)(b) of the Right to Information Act, 2005 from the various institutes of the department and from the Head Quarter on working days from Monday to Friday.

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

xvi) The names and designations of the State Public Information Officer, State Assistant Public Information Officers and Appellate Authority list enclosed at Annexure “F”.

xvii) Such other information as may be prescribed.

xvii) See to the website

LIST OF PRINCIPAL/VICE PRINCIPAL OF VEIs

Sr. No.	Name of Institute	Name of Principal/Vice Principal	Designation
1.	Ambala City	Sh. Ajit Singh Sh Balwant Singh	Principal Vice Principal
2.	ITI(W)Ambala City	Sh. Satpal Singh	Principal
3.	Adampur	Sh. B.D. Verma	Principal
4.	Bhiwani	Sh. Pukhrajwant Singh	Principal
5.	Bahadurgarh	Sh. Hargian Singh	Vice Principal, Additional Charge
6.	Fardiabad	Sh. B.D. Vashishat	Principal
7.	Gurgaon	Sh. Ranjit Singh	Principal
8.	Gohana	Sh. Gaje Singh	Principal
9.	Hisar	Sh. H.P. Bishnoi	Principal
10.	Hansi	Sh. Rajiv Sharma	Principal
11.	Hassngarh	Sh. Virender Singh	Principal
12.	Meham	Sh. Rajvir Singh Punia	Principal
13.	Jind	Sh. Satya Bhushan	Principal
14.	Kaithal	Sh. S.S. Sihag	Principal
15.	Karnal	Sh. Bhagat Singh Sh. Ganesh Bansal	Principal Vice Principal
16.	Meham	Sh. Rajvir Singh Punia	Principal
17.	Mohindergarh	Sh. Surender Kumar Kaushik	Principal
18.	Narnaul	Sh. Surender Kumar Kaushik	Principal
19.	Palwal	Sh. Gajinder Singh	Principal
20.	Narwana	Sh. Kitab Singh	Principal
21.	Nalwa	Sh. Jaivart Sharma	Principal
22.	Panipat	Sh. M.S. Sangwan	Principal
23.	Rewari	Sh. D.K. Chopra	Principal
24.	Rohtak	Sh. J.S. Nain Sh. Hargian Singh	Principal Vice Principal
25.	Sirsa	Sh. Lal Chand	Principal

26.	Sonepat	Sh. Sumit Sehrawat, Sh. Pradeep Kumar	Principal Vice Principal
27.	Palwal	Sh. Gajinder Singh	Principal
28.	Yamuna Nagar	Sh. Raj Kumar Sh. Ram Saroop	Principal Vice Principal
29.	ITI(W), Rohtak	Smt. Ramesh	
30.	ITI(W), Bhiwani	Smt. Santosh	

LIST OF PRINCIPAL/VICE PRINCIPAL OF VEIs

Sr. No.	Name of Institute	Name of Principal/Vice Principal	Designation
1)	Sonepat	Sh. Sumit Sehrawat, Sh. Pradeep Kumar	Principal Vice Principal
2)	Fardiabad	Sh. B.D. Vashishat	Principal
3)	Gurgaon	Sh. Ranjit Singh	Principal
4)	Karnal	Sh. Bhagat Singh Sh. Ganesh Bansal	Principal Vice Principal
5)	Rohtak	Sh. J.S. Nain Sh. Hargian Singh	Principal Vice Principal
6)	Yamuna Nagar	Sh. Raj Kumar Sh. Ram Saroop	Principal Vice Principal
7)	Mohindergarh	Sh. Surender Kumar Kaushik	Principal
8)	Narnaul	Sh. Surender Kumar Kaushik (Addl. Charge)	Principal
9)	Narwana	Sh. Kitab Singh	Principal
10)	Palwal	Sh. Gajinder Singh	Principal
11)	Panipat	Sh. M.S. Sangwan	Principal
12)	Rewari	Sh. D.K. Chopra	Principal
13)	ITI(W)Ambala City	Sh. Satpal Singh	Principal
14)	Ambala City	Sh. Ajit Singh Sh Balwant Singh	Principal Vice Principal
15)	ITI(WW),Rohtak	Smt. Ramesh Rani	Principal
16)	Sirsa	Sh. Lal Chand	Principal
17)	Jind	Sh. Satya Bhushan	Principal

18)	Hansi	Sh. Rajiv Sharma	Principal
19)	Nalwa	Sh. Jaivart Sharma	Principal
20)	Adampur	Sh. B.D. Verma	Principal
21)	ITI, Bahadurgarh	Sh. Hargian Singh	Vice Principal, Addl. Charge
22)	ITI, Hasangarh	Sh. Virender Singh	Principal

**List of Officers of Industrial Training & Vocational Education Department
Haryana**

Sr. No.	Name	Designation
1.	Sh. A.C.Chaudhary	ITVE Minister
2.	Sh. Ajit M. Sharan	Commissioner & Secretary, ITVE
3.	Sh. Ankur Gupta, IAS	Director
4.	Sh. Vijay Singh, IAS	Deputy Secretary
5.	Sh. Rajpal Singh, HCS	Joint Director (Admn.)
6.	Sh. S.S. Sangwan	Joint Director (Technical) (Machinery & Building)
7.	Sh. Narinder Kumar	Deputy Director – II (Training)
8.	Sh. D.R. Bansal	Deputy Director (Vocational Education)
9.	Sh. Jagjeet Singh	Assistant Director (Admn)
10.	Sh. S.S. Malik	Assistant Director (Admn.II&III)
11.	Sh.R.P. Sheokand	Assistant Director (Certificate)
12.	Sh. P.S. Narwal	Deputy Director (Machinery)
13.	Sh. Rajpal Yadav	Assistant Director (Vocational Education)
14.	Sh. Dinesh Mehta	Assistant Director (Training)

LIST OF V.E.I DDVEO's /VICE PRINCIPAL

S.No.	Name of the Vice Principal	Name of VEI
1.	Renu Bala (Gen)	Ambala City
2.	Extension Center of Ambala	Tramastpur
3.	Mohan Singh(Gen)	Durana
4.	S.K.Maan (G) Bhiwani	Mulana
5.	Addl. work of DDVEO, Bhiwani	Bhiwani
6.	Jai Singh(SC)	Bawani Khera
7.	Hoshiar Singh	Devrala
8.	Shashi Bala(Gen)	Kadma
9.	E.C, of Devrala	Loharu
10.	Parveen Chaudharay(G)	Birhi Kalan
11.	Om Parrkash Sanggwan (G)	Kalali Balali
12.	E.C. of Bawani Khera	Santour
13.	Vijay Kumar (Gen)	Dhanana
14.	E.C. of Kalali Balali	Sanwar
15.	E.C.of Kdama	Berla
16.	Sh. Joginder Singh (BC)	Chang
17.	Ranvir Singh Rawat(G)	Faridabad
18.	Kamlesh Kumari (G)	Dhigot
19.	Sunder Lal Sharma(Gen)	Palwal
20.	Sat Pal (G)	Dhangar
21.	E.C. of Dhangar	Bhuna
22.	E.C. of Dhand	Dholu
23.	Sh.Kali Ram	Dhand
24.	Addl. Charge to the DDVEO,Gurgaon	Gurgoan
25.	Bhagwan Dass	Ferozpur Jhirka
26.	Lila Devi(BC-A)	Patoudi at Maujabad
27.	Daya Nand Hooda	Ujjina
28.	Asha Rani (Gen)	Hisar

29	Ram dhari(SC)	Mashudpur
30	E.C..of Masudpur	Bandaheri
31	Satinder Singh	Nalwa
32	Jai Pal Singh(Gen)	Rakhi Shahpur
33	E.C. of Hissar	Pabra
34	Shamsher Singh Sehrawat(Gen))	Uklana
35	Addl. work of DDVEO, Jind	Jind
36	Dilbag Singh (G)	Julana
37	Devinder Singh(G)	Muana
38	Prem Kumar Bajaj(G)	Uchana Khurd
39	Ram Kumar Kundu (G)	Igrah
40	E.C.of Uchana Khurd	Dhanori
41	Subhash Gautam(BC)	Radhana
42	Kishori Lal(G)	Julani
43	E.C.of Radhana	Siwah
44	E.C. of Igrah	Rajpura
45	E.C. of Jind	Kashun
46	Charan Pal Singh	Sachha Suda
47	Satbir Singh (G)	Jhajjar
48	Kanta	Beri
49	Manju Rani	Dulhera
50	Ashwani Sehgal(G)	Karnal
51	Karnail Singh (BC)	Taraori
52	Ram Kumar Arya (BC)	Sultanpur
53	Devinder Kumar (BC)(Bhoji
54	Shashi Bala Wadhwa (G)	Sambhli
55.	Avtar Singh	Biayana
56	Ranjit Singh Saini (Gen)	Kurukshetra
57	Raj Kumar(SC)	Babain at Sunaraia
58	Panna Lal(G)	Pehowa
59'	Harabans Kaur(G)	Budha

60	R.C.Saini(G)	Kaithal
61	Sangeeta Kumari(SC)	Guhla at Cheeka
62	Daya Girdhar (G)	Guhna
63.	Shri Niwas(BC)	Kasan
64	Bimla Kumari (BC)	Kithana
65	Narain Singh (G)	Kalayath
66	E.C. of Nand Karaan Majra	Karora
67	Megh Raj(G)	Rasina
68.	E.C.of Kaithal	Budha Khera
69.	Rajbir Singh	Nand Karan Majra
70	Devanand Yadav(G)	Mohindergarh
71	E.C.of Suja Pur	Droli Ahir
72	Bharam Parkash	Narnaul
73	Nawal Singh(G)	Sujjapur
74	Shashi Kanta(G)	Shabhajpur
75.	Mehar Chand(G)	Naultha
76	Sarita Devi(G)	Seenk
77	Bjjender Singh(G)	Atta
78	Surender Kumar	Bapauli
79	Nirmal Khasa(G)	Panchkula
80	Usha Rishi	Morni Hills
81	Sunita Tandon(G)	Raipur Rani
82	E.C. Aliawas	Tankri
83	E.C.Aliawas	Jadra
85	Usha Rani	Kosli
86	Addl. work of DDVEO, Rohtak	Rohtak
87.	Santosh Hooda(G)	Hassan Garh
88	Phool chand Verma (BC-A)	Mokhra
89	Baljit Singh	Bhaini Mato
90	E.C.of Bhanimato	Nindana
91	Addl. work of DDVEO, Sirsa	Sirsa

92	Raj Kapoor(BC)	Deeng
93	Pardeep Kumar	Dabwali
94	Ram Kumar Mororua(SC)	Kalanwali
95	Raja Bala(G)	Odha
96	E,.C.of Sirsa	Rania
97	Smt. Kaushal Ji (SC)	Panjuana
98	E.C. of Kalwalia	Rori
99	Surinder Kumar(G)	Baragudha
100	E.C. of Mandi Dabwali	Desujodha
101	E.C. of Sirsa	Pohaaraka
102	Veena Budhwar(G)	Sonepat
103	Raj Rani(G)	Mudlana
104	Sat Narain	Kathura
105	E.C.of Sonepat	Purkhas
106	E.C.of Sonepat	Rohat
107	E.C.of Rohtak	Rukhi Panna
108	E.C.of Modlana	Baroda
109	Raj Kumar Sharma(G)	Yamuna Nagar
110	Jyoti Parsad(G)	Sandhali
111	E.C.of Yamuna Nagar	Rampur Bitta
112	Dharpal Luthra(G)	Jaipur

Pay scale :

a. at Head Office:

1.	Additional Director	Rs. 14,300-18,600
2.	Deputy Director	Rs. 12,000-16,350 400/-Rs. Special Pay
3.	T.P.O.	Rs. 10,025-15,100 400/-Special Pay
4.	Assistant Director-cum-Registrar	Rs. 6,400-10640 200/-Rs. Special Pay
5.	Programmer	Rs. 6,400-10640
6.	Assistant Director	Rs. 7,220-10,980
7.	Architect	Rs.10,025-15,100
8.	Assistant Controller (F&A)	Rs. 7,220-10,980
9.	Supdt. Grade-I	Rs. 7,220-11,660
10.	Supdt. Grade-II	Rs. 6,400-10,400
11.	Section Officer	Rs. 7,000-10,980
12.	Senior Assistant	Rs. 5,800-9,200
13.	Auditor	Rs. 5,800-9,200
14.	Research Assistant	Rs. 5,480-8,925
15.	Senior Scale Stenographer	Rs. 5,800-9,200
16.	Junior Scale Stenographer	Rs. 4,020-6,200
17.	Driver	Rs.3,330-6,200
18.	Steno typist	Rs. 3,330-6,200
19.	Clerk/Senior Clerk/Junior Clerk	Rs. 3120-5,160 Rs.4,050-6,200 Rs.5,000-8,100
20.	Restorer	Rs. 3,120-5.160
21.	Sweeper-cum-Chowkidar	Rs.2,520-4,140
22.	Peon	Rs.2,520-4,140
23.	Daftri	Rs. 2,720-4,260
24.	Gestatnor Operator	Rs.2,870-4,400
25.	Photostat Operator	Rs. 3120-5,160
26.	Receptionist	Rs. 3120-5,160
27.	Data Operator	Rs.2,820-4,400
28.	E.P.B.X. Operator	Rs.2,820-4,400

x) b. In the Field

1.	Principal	Rs. 14,300-18600
2.	Head of Department	Rs. 12,000-16,350
3.	Senior Lecturer	Rs. 10,025-15,100
4.	System Manager	Rs. 10,025-15,100

5.	Lecturer	Rs. 7,880-13,500
6.	Workshop Supdt.	Rs. 7,880-13,500
7.	Workshop Foreman Instructor	Rs. 7,880-13,500
8.	Programmer	Rs. 72,20-11,660
9.	Workshop Instructor	Rs. 5,480-8,925
10.	Heat treatment Instructor	Rs. 4,400-7000
11.	Instrument Repair	Rs. 4,400-7000
12.	Draftsman	Rs. 5,800-9,200
13.	P.T.I./D.P.I.	Rs. 5,000-8,100
14.	Librarian	Rs. 4,400-7000
15.	Assistant Librarian	Rs.4,020-6,200
16.	Office Supdt.	Rs. 6,400-10640
17.	Senior assistant	Rs. 5,800-9,200
18.	Clerk	Rs. 3,120-5,160
19.	Junior Scale Stenographer	Rs.4,020-6,200
20.	Stenotypist	Rs. 3,330-6,200
21.	Boiler Incharge	Rs.4,400-7,000
22.	Junior Lab Technician	Rs.4,400-7,000
23.	Gestatnor Operator	Rs.2,870-4,400
24.	Electrician	Rs. 3,120-5,160
25.	Fitter	Rs. 3,120-5,160
26.	General Mechanic	Rs.3,120-5,160
27.	Driver	Rs. 3,310-6,200
28.	Senior Lab Assistant	Rs. 3,120-5,160
29.	Lab Attendant	Rs. 3,120-5,160
30.	Studio Assistant	Rs. 5,600-8,100
31.	Restorer	Rs. 3,120-5,160
32.	Mason-cum-Carpenter	Rs. 3,120-5,160
33.	Library Attendant	Rs.2,520-4,140
34.	Plumber	Rs. 3,120-5,160
35.	Typewriter Mechanic	Rs. 3,120-5,160
36.	Record Restorer	Rs. 3,120-5,160
37.	Cwokidar	Rs.2,520-4,140
38.	Hammerman	Rs.2,520-4,140
39.	Class Room Cleaner	Rs.2,520-4,140
40.	Baildar	Rs.2,520-4,140
41.	Mali	Rs.2,520-4,140
42.	Cammon-Room-Attendant	Rs.2,520-4,140
43.	Store Cooli	Rs.2,520-4,140
44.	Typewriter Attendant	Rs.2,520-4,140
45.	Workshop Cleaner	Rs.2,520-4,140
46.	Sweeper	Rs.2,520-4,140

47.	Peon-cum-Chowkidar	Rs.2,520-4,140
48.	Peon	Rs.2,520-4,140
49.	Mali-cum-Chowkidar	Rs.2,520-4,140
50.	Datri	Rs.2,820-4,400
51.	Machine Shop Attendant	Rs.2,520-4,140
52.	Animal House Attendant	Rs.2,520-4,140

Annexure "F"

The names and designation of the State Public information Officer and Assistant Public Information Officers are given below :-

HEAD QUARTER LEVEL :

	Appellate authority	Director, Industrial Training & Vocational Education Haryana.
Sr. No.	Public Information Officer	Assistant Public Information Officer
1	Joint Director (Administration)	Deputy Director (Training) Deputy Director (Voc. Edu.) Assistant Director (Admn.)-I Assistant Director (Admn.)-II

FIELD LEVEL

Sr. No.	Name of the District	Public Information Officer	Assistant Public Information Officer
1	Bhiwani	Principal, ITI, Bhiwani DDVEO, Bhiwani	Headmistress, I.T.I(W) Tosham . Vice Principals, VEIs - Bhiwani, Loharu and Bawani Khera.
2.	Faridabad	Principal, I.T.I., Faridabad	Principal, ITI, Palwal Vice Principals, VEIs- Faridabad and Palwal
3	Fatehabad	GI Incharge, ITI, Fatehabad	GI Incharge, ITI, Tohana Vice Principals, VEIs - Dhangar, Dholu and Bhuna.
4	Gurgaon	Principal ITI Gurgaon DDVEO Gurgaon	GI Incharge, ITI, Sohna. Vice Principal, VEIs, Gurgaon, Pataudi at Mojabad and Ujjina.
5	Hisar	Principal, ITI, Hisar	Principals. ITIs, Nalwa, Adampur and Hansi. GI Incharge, ITI, Barwala. Vice Principals, VEIs - Hisar, Nalwa, Rakhi Shahpur, Pabra and Uklana.
6	Jind	Principal, ITI, Jind DDVEO, Jind	Principal, ITI Narwana. Head Mistress ITI(W),Jind Vice Principals, VEIs - Jind, Julana, Radhana and Julani
7	Jhajjar	Principal, ITI, Bahadurgarh	Head Mistress ITI(W), Jhajjar Vice Principal, VEIs - Jhajjar and Beri.
8.	Karnal	Principal, ITI, Karnal DDVEO, Karnal	Head Mistress, ITI(W), Karnal GI Incharge ITI, Nissing. Vice Principals, VEIs - Karnal, Sultanpur, Taraori, Bhoji and Sambhali.
9	Kurukshetra	Vice Principal, VEI, Kurukshetra	GI Incharges , ITIs, Kurukshetra and Shahbad Head Mistress, ITI(W), Shahbad.

			Vice Principals, VEIs - Pehowa and Budha.
10	Kaithal	Principal, ITI, Kaithal	Vice Principals, VEIs- Kaithal, Guhla and Cheeka.
11	Mahendergarh	Principal, ITI, Mahendergarh	Vice Principals, VEIs, Mahendergarh, and Narnaul.
12	Panipat	Principal ITI, Panipat	Head Mistress, ITI(W), Samalka Vice Principal, VEI, Naultha
13	Panchkula	Vice Principal, VEI, Panchkula	GI Incharge , ITI , Kalka at Bitna. Vice Principal, VEI, Raipur Rani
14	Rewari	Principal, ITI, Rewari	GI Incharge, ITI, Kundmanethi Vice Principal, VEI, Kosli
15	Rohtak	Principal, ITI, Rohtak DDVEO, Rohtak	Principals, ITIs, Hassangarh and Meham, Vice Principal, VEI, Rohtak.
16	Sirsa	Principal, ITI, Sirsa. DDVEO, Sirsa	GI Incharge, ITIs, Nathusiri Chopta and Chautala. Vice Principals, VEIs - Sirsa, Dabwali and Rori.
17	Sonepat	Principal, ITI, Sonepat	Principal, ITI, Gohana. GI Incharge ITI, Ganaur. Vice Principal, VEI, Sonepat.
18	Yamuna Nagar	Principal, ITI, Yamuna Nagar	Vice Principal, VEI, Yamuna Nagar.
19	Mewat	Principal, ITI, Ferozepur Zhirka	GI Incharge, ITIs, Nagina and Hathin. Vice Principal, VEI - Ferozepur Zhirka.
20	Ambala	Principal, ITI, Ambala	Headmistress, ITI(W), Naraingarh. Vice Principal, VEI, Ambala.

List of Officers of Industrial Training & Vocational Education Department Haryana

Sr. No.	Name	Designation	Office Telephone No.
1.	Sh. Lachhman Das Arora	Industrial Training Minister	2740358
2.	Sh. Ajit M. Sharan	Commissioner & Secretary, ITVE	2713521
3.	Sh. Arun Kumar, IAS	Director	2701321
4.	Sh. Vijay Singh, IAS	Deputy Secretary	-
5.	Sh. Rajpal Singh, HCS	Joint Director (Admn.)	2701229
6.	Sh. S.S. Sangwan	Joint Director (Technical) (Machinery & Building)	2565587
7.	Sh. Narinder Kumar	Deputy Director – II (Training)	2562796
8.	Sh. D.R. Bansal	Deputy Director (Vocational Education)	2563021
9.	Sh. Jagjeet Singh	Deputy Director (Admn)	2709675
10.	Sh. S.S. Malik	Assistant Director (Admn.II&III)	2722473
11.	Sh.R.P. Sheokand	Assistant Director (Certificate)	2563021
12.	Sh. P.S. Narwal	Deputy Director (Training)	2563021
13.	Sh. Rajpal Yadav	Assistant Director (Vocational Education)	2563021
14.	Sh. Dinesh Mehta	Assistant Director (Training)	2562796
15.	Smt. Meena Chopra	Assistant /Director (Women)	2562796