

JHARKHAND GOVERNMENT TOOL ROOM & TRAINING CENTRE– RANCHI

**(A GOVERNMENT OF JHARKHAND SOCIETY)
DEPARTMENT OF INDUSTRIES**

RIGHT TO INFORMATION ACT,2005.

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RIGHT TO INFORMATION Act,2005

Introduction

The Right to Information Bill was passed by the Parliament on 13th May 2005. The Bill got the Presidential assent on 15th June 2005 to become the Right to Information Act, 2005. It is an Act to provide for freedom to every citizen to secure access to information under the control of public authorities, consistent with public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected there with. To bring about transparency and accountability and to implement the provisions of the Right to Information Act, 2005, JHARKHAND GOVERNMENT TOOL ROOM & TRAINING CENTRE (JGTRTC) has made an attempt to provide certain information to citizens to empower them to exercise their right to Information. JGTRTC has designated Public Information Officer (PIO) for dissemination of information. Appellate Officer has also been designated to provide facility to the public to appeal in case of non receipt of information sought for.

In case Information is not available as provided hereunder the said information can be sought under the Right to Information Act, 2005 by applying in the prescribed format. The format along with prescribed fees may be deposited which shall be forwarded to the PIO and a date for receiving the information would be given to the applicant.

In case the Information can not be made available the cause for not making available such information would be given to the applicant in the prescribed period. If not satisfied to the reply, the applicant can seek redressal of his grievance from the Appellate Authority designated for the purpose.

For providing Information JGTRTC charges the fee as below:

Rs. 2/- per page for available printed information.

However, as under RTI Act no fees will be charged for the persons below poverty line, the request for obtaining information under sub section 1 and section 6 shall be accompanied by the application fees of Rs. 10/- by way of cash against proper receipt or bank draft or bankers cheque payable to JGTRTC, RANCHI. The payment may be made directly to the Accounts Department.

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FUNCTIONS AND DUTIES

(Under Section 4 (1)(b)(i) Right to Information Act 2005)

Govt. of Jharkhand has opened Jharkhand Government Mini Tool Room and Training Centre, (JGMTRTC) at Tatisilwai, Ranchi, with the state of art technology having a total investment about Rs. 36 Crores, on its infrastructure in which the Govt. of India has provided the financial assistance of Rs 9 Crores for the purchase of latest machine tools and latest technology for imparting training in the field of tool design and manufacturing. JGMTRTC is working under the direct administrative control of Department of Industries, Govt. of Jharkhand. JHARKHAND GOVERNMENT TOOL ROOM & TRAINING CENTRE (JGMTRTC), RANCHI has been registered under Society Registration Act, 21, 1860. The Management of affairs of the JGTRTC rests with the Governing Council constituted by Government of Jharkhand. Secretary Industries & Director of Industries and is the Chairman and Vice Chairman of the Governing Council. The Tool Room has been set up, mainly to train manpower in the field of Tool making and other allied Engineering trades, develop production facilities of moulds, jigs, fixtures and other sophisticated tools for Micro, Small and Medium Scale Industries and to provide consultancy primarily to small scale industries. It renders services such as:

- a) To manufacture jig, fixtures, cutting tools, gauges, press tools, forgings dies, pressure casting dies and other tooling for small scale & other industries. Advanced tool making process using CAD/CAM techniques are to be adopted
- b) To provide training facility in Tool manufacturing and tool design in order to generate work force of skilled workers, supervisors, engineers/designers etc.
- c) To work as nucleus centre for providing consultancy, information services, documentation etc. for solving the problems related to tooling of industries in the region.
- d) To act as common facility centre for small-scale industries and to assist them in product and prototype development.

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LIST OF EMPLOYEES

(Under Section 4(1) (b) (ii) of Right to Information Act 2005)

S/NO	Name	Designation
1	Shri Mahesh Gupta	Principal
2	Shri Ashutosh Mishra	Sr. Admin. & A/c Officer
3	Md. Jawed Ansari	Sr. Engineer (Production)
4	Shri Mangal Toppo	Sr. Engineer (Training)
5	Shri Alok Ranjan	Engineer (Training)
6	Shri Purnendu Pankaj	Engineer (Training)
7	Shri Rakesh Kumar	Engineer (Design)
8	Shri Koushal Kishor	Engineer (Production)
9	Shri KamalKant	Engineer (Maintenance)
10	Shri Uttam Narayan Singh	Accountant
11	Shri Sanjeev Ranjan	Master Craftsman
12	Miss Poonam Khalkho	Master Craftsman
13	Shri Shrikrishan Antaryami	Technician Grade -I
14	Shri Bishnu Rajak	Technician Grade -I
15	Shri Rajesh Kumar	Technician Grade -I
16	Shri Anupam S. Bara	Technician Grade -I
17	Shri Nitish Kumar	Technician Grade –II
18	Shri Ravi Ranjan	Technician Grade –II

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NORMS FOR THE DISCHARGE OF THE FUNCTIONS

(Under Section 4(1)(b)(iv) of Right to Information Act,2005).

Important norms are as follows:

- a) The Training Deptt. And Production Deptt. are running in shift basis and the Administrative Office in General Shift.

The working hours of the Administrative office is from 8.00 am to 5.00 pm.

- b) The working hours for shifts are: A shift: - 6.00 am to 2.30 pm, B shift: 1.30 pm to 10.00 pm
- c) The Administrative Office and other departments remain closed on all Sundays and other declared holidays.
- d) All the employees are expected to be in his / her seat and start work in time unless he / she has previously obtained such permission for late attendance.
- e) All employees have to register their attendance through the attendance registered.
- f) Strict measures should be taken by the Administrative authorities for enforcement of punctuality.
- g) One hour lunch break must be scrupulously dealt.
- h) A list of addresses of all the employees is maintained in the Administrative Section.
- i) Each employee is responsible for the work assigned to him/her.
- j) Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him / her for official purpose.
- k) Each employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
- l) No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its advantage.
- m) The authority concerned will have to get public interest uppermost in its mind while making a procurement decision.

- n) Each employee should maintain absolute integrity at all times.
- o) Each employee should maintain absolute devotion to duty at all times.
- p) Each employee should render prompt and courteous service to the public.
- q) Each employee should act in accordance with the Society and Government Rules, Regulations and Policies.

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FORM – ‘A’

**FORM OF APPLICATION FOR SEEKING INFORMATION
(See Rule 3)**

I.D. No. _____

(For official use)

To,
The Competent Authority,

1. Name of the Applicant : _____

2. Address : _____

3. Particulars of information required:

a) Concerned department : _____

b) Particulars of information
required. : _____

i) Details of information required. _____

ii) Period for which information
asked for. : _____

iii) Other details : _____

4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act,2005 and to the best of my knowledge, it pertains to your office.

5. A fee of Rs. _____ has been deposited in the office of the competent authority vide No. _____ dated _____.

Place _____

Signature of applicant.

E-mail address, if any. _____

Date _____

Tele No. (Office) _____

Residence _____

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ACKNOWLEDGEMENT OF APPLICATION

I.D.No _____

Dated: _____

1. Received an application in Form 'A' from Shri/Ms. _____ resident of _____ under the Right to Information Act,2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11A.M. to 1.00 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. The applicant may also consult Web-site of the department from time to time to ascertain the status of the application.

Signature and Stamp of
the Authority accepting the application.

E-mail address :

Web site:

Tele No.

Dated:

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TRANSFER OF APPLICATION FORM

From _____

I.D.No. _____

Date: _____

To,

Dear Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____.

2. The requested information does not fall within the jurisdiction of this competent Authority and, therefore, your application is being referred herewith to Shri _____

3. This is in suppression of the acknowledgement given to you on _____.

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel.No:

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**FORM 'C'
Rejection Order
(See rule 8 & 9)**

I.D.No. _____

Dated: _____

To

Sir / Madam,

Please refer to your application I.D.No. _____ dated _____

Addressed to the undersigned regarding supply of information on :

2. The information asked for cannot be supplied due to following reasons:-

i).....

ii).....

3. As per Section 7(8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

E-mail address:

Web-site:

Tel.No:

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**THE NAME, DESIGNATION AND OTHER PARTICULARS OF
PUBLIC INFORMATION OFFICER OF
JGTRTC-RANCHI.**

(Under Section 4(1)(b)(xvi) of right to Information Act 2005)

A. Public Information Officer (PIO)

Shri Ashutosh Mishra,
Sr. Admin & A/c officer,
Tel: 0651-2265966
E-mail: jgmtrtc_ran@yahoo.co.in

B. Appellate Authority

Shri M.K. Gupta,
Principal.
Tel: 0651-2265966
E-mail: mkg.principal@gmail.com
