

**DISCLOSURE UNDER SECTION 4(1) (B) OF RIGHT TO INFORMATION ACT,  
2005**

**SECTION 4(1) (b) (i)**

**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**

|                                  |  |
|----------------------------------|--|
| <b>Name of organization</b>      | <b>Govt. Polytechnic Kinnaur Camp at Rohru</b>   |
| <b>Establishment and Address</b> | <b>Govt. Polytechnic Kinnaur Camp at Rohru, District Shimla 171207, Himachal Pradesh</b> |
| <b>Email-id</b>                  | <b>gpckinnaur@gmail.com; gpckinnaur@rediffmail.com</b>                                   |
| <b>Contact No.</b>               | <b>+91-1781-240102</b>   |
| <b>Web Site</b>                  | <b>www.gpckinnaur.edu.in</b>   |

**ABOUT THE INSTITUTE:**

Government Polytechnic Kinnaur was established in 2013 with an intake of 51(45+4EWS+2TFW) students in Civil Engineering and 51(45+4EWS+2TFW) students in Mechanical Engineering respectively. The Govt. Polytechnic Kinnaur is running in a temporary location at Govt. Polytechnic Rohru.

Government Polytechnic Kinnaur is an institution to provide high quality technical education at the Diploma level. The Institute will develop practicing engineers and technicians to fulfil the needs of our economy, industry and business professionals. Students will strive for regional economic development through research and collaboration.

**AICTE Approval**

AICTE approval vide letter No. AICTE/NWRO/Sub-mission Scheme/Govt.Poly/2013-14 Dated : 30th April 2013.

AICTE approval for the Academic Year 2024-25 vide letter No. North-West/1-44641507234/2025/EOA dated 20th March, 2025.

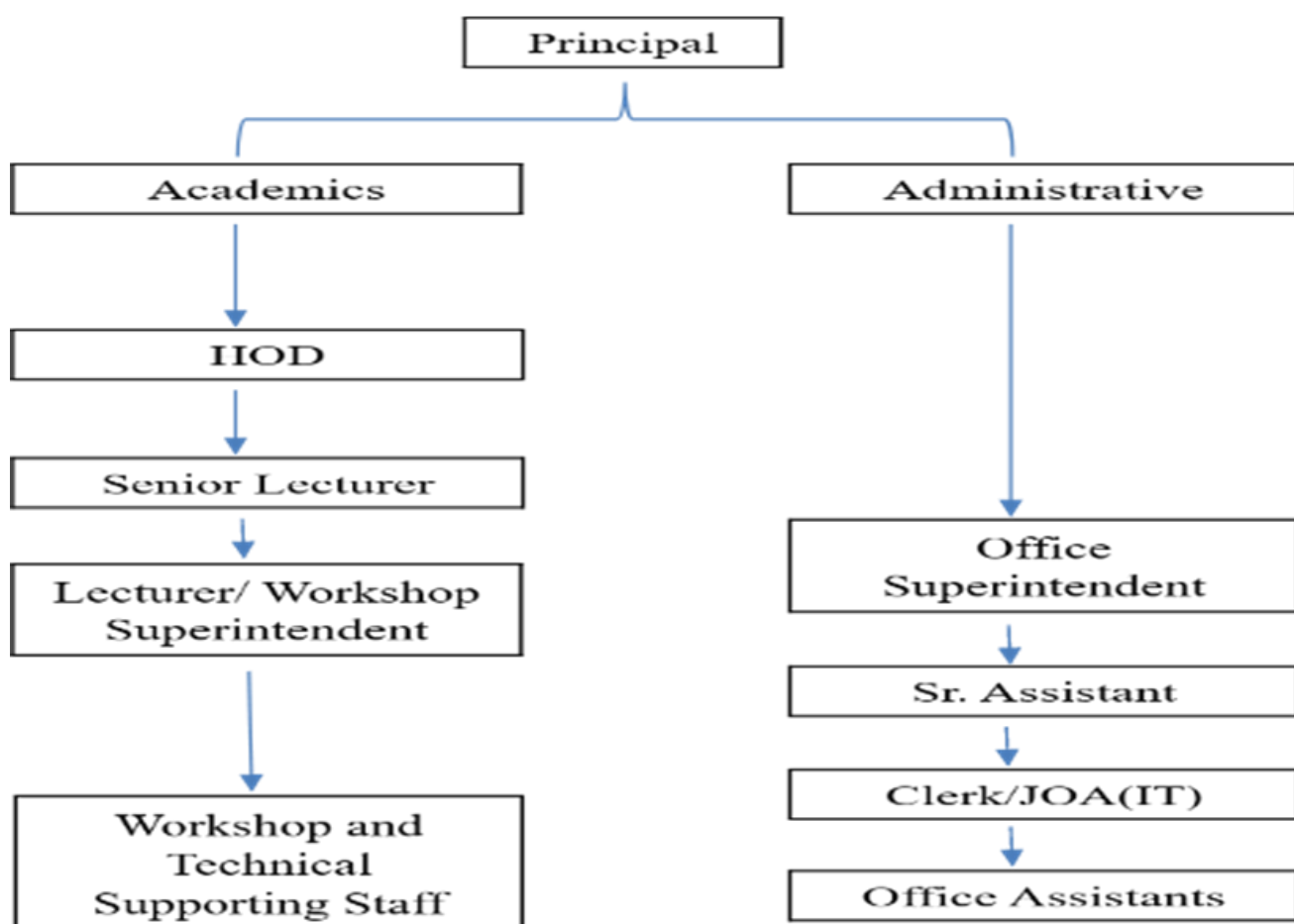
## Affiliation by Himachal Pradesh Takniki Shiksha Board, Dharamshala

Affiliation for the Academic Year 2025-26 from Himachal Pradesh Takniki Shiksha Board Dharamshala vide letter No. HTSB/General/Affiliation/2018/vol-v 748 dated 04th June, 2025.

### The Proposed Land / Site Detail

The proposed site for the Govt. Polytechnic Kinnaur is at Kalpa. It has an average elevation of 2,960 metres (9,711 feet) and is located 265 kilometres beyond Shimla on the NH-5 in Kinnaur district. It sits at the base of the snow-capped Kinnaur Kailash ranges.

### ORGANIZATION STRUCTURE OF THE INSTITUTE:



**VISION:**

Be a centre of excellence to produce highly competent technical manpower to match the dynamic environment of the global market, offering services to the industry and community, thereby, ensuring a place for India in the select brand of developed countries.

**COURSES OFFERED BY THE INSTITUTE:**

| S. No | Name of Department     | Sanction Intake  |
|-------|------------------------|------------------|
| 1     | Civil Engineering      | 51(45+4EWS+2TFW) |
| 2     | Mechanical Engineering | 51(45+4EWS+2TFW) |

**SECTIONS OF THE INSTITUTE:**

| S. No. | Sections  | Function   | Duties   |
|--------|---|--|--|
| 1      | 2   | 3  | 4  |
| 1      | Office of the Principal<br>Govt. Polytechnic<br>Kinnaur camp at Rohru<br>Shimla (H.P) | Implementing all the decisions in respect of admission, Education & Finance as per H.P Govt. directions. | In-charge of General Administration, Academic matters and discipline of the institution and is Responsible for the higher authorities for smooth and overall functioning of the institute. |
| 2      | Applied Science<br>Department   | To teach 1st & 2nd Semester Common Diploma students.   | Teaching, conducting examination, evaluation of students, Conducting seminars and other allied work duties assigned by authority from time to time.  |
| 3      | Civil Engg. Department  | Teaching Civil Engg. Subjects to Diploma students.   | Teaching, conducting examination, evaluation of students, Conducting seminars and other allied work duties assigned by authority from time to time.  |

|   |                             |   |  |
|---|-----------------------------|---|--|
| 4 | Mechanical Engg. Department | Teaching Mechanical Engg. subjects to Diploma students                | Teaching, conducting examination, evaluation of students, Conducting seminars and other allied work duties assigned by authority from time to time.                    |
| 5 | Workshop                    | Imparting skill training to Diploma students                          | Teaching, conducting examination, student assessment, Repair and maintenance work of the institute and other allied work/duty assigned by authority from time to time. |
| 6 | Library                     | Issuing Books to Students and the Faculty, Book keeping & Maintenance | Bookkeeping, issue and collection of books, purchasing new books Maintaining of the Library Records.   |

#### SECTION 4(1) (b) (ii)

#### **POWERS & DUTIES OF OFFICERS AND EMPLOYEES**

|                    |   |
|--------------------|---|
| <b>Name</b>        | <b>Sh. Pankaj Pathik</b>  |
| <b>Designation</b> | <b>Principal</b>  |
| <b>Powers</b>      | <b>1. To administer the Institution.</b>  |
|                    | <b>2. To take decisions in Administrative, Academic &amp; Financial matters.</b>  |
| <b>Duties</b>      | 1. Academic & administrative management of the institution.   |
|                    | 2. Providing academic and administrative leadership.  |
|                    | 3. Monitoring and evaluation of academic activities in the institution.   |
|                    | 4. Campus discipline and maintenance.   |
|                    | 5. Public relations and interaction with the community.   |
|                    | 6. Participating in policy and system planning at State Regional and National levels for development of Technician education. |
|                    | 7. Promoting and coordinating continuing education activities.  |

| Designation   | Head of Department (HOD)  |
|---------------|---|
| <b>Duties</b> | <ul style="list-style-type: none"> <li>• The Head of Department is overall In charge of his branch. He is required to ensure smooth functioning of the department in addition to his teaching load. He is required to coordinate the academic, administrative and developmental activities of the department.</li> <li>• He is to ensure that all the Lecturers/ Sr. Lecturers in his branch are assigned teaching load as per AICTE Norms, perform their duty effectively and efficiently and to ensure better teaching learning process to the satisfaction of the stakeholders. He should involve himself and the other faculty in the process of curriculum development, in updating and revision on a continuous basis to meet the requirement of industry.</li> <li>• He has to ensure that the laboratories in the department are well equipped and maintained according to the curriculum; all the equipment in the laboratories/ workshops must be functional to conduct the Practical properly. He will decide the meaningful project work of the students in consultation with the senior lecturer and lecturer and monitor performance of every student. He will assist the Principal in all spheres for smooth functioning of the institution. Any other duty assigned by higher authority.</li> </ul> |

| <b>Designation</b> | <b>Senior Lecturer</b>   |
|--------------------|--|
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Updation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> </ul> <p>Any other duty/work assigned by the HOD, higher authority.</p> |

| <b>Designation</b> | <b>Lecturers</b>   |
|--------------------|--|
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work as In Charge of laboratory/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum lodation</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> </ul> <p>Any other duty/work assigned by the HOD, higher authority.</p> |

| <b>Designation</b> | <b>Workshop Superintendent</b>   |
|--------------------|--|
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>• Teaching / Student Training, maintenance of the academic record.</li> <li>• Conducting Examinations, Evaluation of answer scripts.</li> <li>• To work In charge of Lab/Workshop, Maintenance of Equipment and up keeping of Labs, Workshops.</li> <li>• Development of Resource Material, Curriculum Updating.</li> <li>• Participation in Co-Curricular and Extra-Curricular Activities</li> <li>• Student guidance and counseling and helping their character development</li> <li>• Promotion and Coordinating Continuing Education Activities.</li> <li>• Self-development through up-gradation of knowledge and skills.</li> <li>• To assist the HOD in smooth functioning, academic and development work of the department.</li> <li>• To coordinate the repair and maintenance work of the institute.</li> <li>• Any other duty/work assigned by the HOD, higher authority.</li> </ul> |

| <b>Designation</b> | <b>Foreman Instructor</b>   |
|--------------------|---|
| <b>Duties</b>      | <p>The Foreman Instructor is responsible to the Workshop Superintendent in all matters concerned with the workshop instructions, proper utilization of men, materials and machines and maintenance of shops allocated to him. Other duties include:</p> <ul style="list-style-type: none"> <li>• Erection/installation/commissioning of plant and equipment.</li> <li>• Procurement, storage, accounting of raw materials, tools, and instruments.</li> <li>• Planning, scheduling, organising, coordinating and monitoring workshop instructions and tasks.</li> <li>• Arrange for issue of raw materials, tools, and equipment for workshop jobs.</li> <li>• Guide the students in the performance of practical tasks and skill exercises.</li> <li>• Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>• To assist the HOD/Workshop Superintendent in certain functions of the institute as and when necessary.</li> <li>• Any other duty assigned by authority for institute development.</li> </ul> |

| <b>Designation</b> | <b>Workshop Instructor</b>   |
|--------------------|--|
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>● Teaching / Student Training, maintenance of the academic record.</li> <li>● Student's assessment.</li> <li>● To arrange the various machinery and equipment for the students training as per the curriculum.</li> <li>● Procurement, storage, accounting of raw materials, tools and instruments.</li> <li>● Manage the maintenance of equipment and tools in the workshops including Preventive and breakdown maintenance lay down safety procedures.</li> <li>● Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks</li> <li>● To keep himself updated about the various developments in the related industry.</li> <li>● To assist the HOD, Workshop Superintendent in certain functions of the institute as and when necessary.</li> <li>● Any other duty assigned by authority for institute development.</li> </ul> |

| <b>Designation</b> | <b>Librarian/Asstt. Librarian</b>   |
|--------------------|---|
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>● The Librarian of the Polytechnic is responsible for the proper maintenance of the Library. The Librarian shall maintain an Accession register.</li> <li>● The Librarian/Asstt. Librarian is also responsible for:</li> <li>● Cataloguing, indexing and classification of books and periodicals.</li> <li>● Issuing and receiving of books, restoring of books and periodicals.</li> <li>● Planning &amp; developing the library, arrangement of non-book materials.</li> <li>● Orienting the users towards effective utilization of library services.</li> <li>● Computerization of library books and to maintain the books faculty wise.</li> <li>● Any other duty assigned by the higher authority.</li> </ul> |

| <b>Designation</b> | <b>Lab Assistant/Technician</b> |
|--------------------|---------------------------------|
|--------------------|---------------------------------|



|               |  |
|---------------|--|
| <b>Duties</b> | <ul style="list-style-type: none"> <li>● Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>● To maintain cleanliness in the workshop/Lab, up keeping of the machinery, equipment, etc., available in the laboratory and workshop to which he is posted.</li> <li>● Will be available in the section during working hours and safeguard the Government property.</li> <li>● Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>● Will open and close the section of laboratory/workshop.</li> <li>● Will attend to any other works entrusted to him from time to time by higher authority.</li> </ul> |
|---------------|--|

|                    |  |
|--------------------|--|
| <b>Designation</b> | <b>Lab Attendant</b>   |
| <b>Duties</b>      | <ul style="list-style-type: none"> <li>● Will assist the section in charge/faculty during the conduct of practical classes to the students.</li> <li>● Clean and arranging of machinery equipment in the workshop/Lab/Office, in the laboratory and workshop to which he is posted.</li> <li>● Will be available in the section during working hours and safeguard the Government property.</li> <li>● Will attend to the work entrusted to him for proper maintenance of Laboratory by the section in charge.</li> <li>● Will open and close the section of laboratory/workshop.</li> <li>● Will attend to any other works entrusted to him from time to time.</li> </ul> |

|                    |   |
|--------------------|---|
| <b>Name</b>        | <b>Sh. Akshay Rana (Senior Lecturer Mechanical Engineering)</b> |
| <b>Designation</b> | <b>Training and Placement Officer</b>                           |

|               |   |
|---------------|---|
| <b>Duties</b> | <ul style="list-style-type: none"> <li>● Training and Placement Officer in a Polytechnic is responsible for the following:</li> <li>● Training and placement of the students in the industry/ other user system.</li> <li>● Industry Institute Interaction.</li> <li>● Arranging Industrial visit of students.</li> <li>● To arrange for the placement of the students through campus interviews during their course of study as well as after their passing out.</li> <li>● To arrange for expert lecturers to update the students and the staff regarding recent developments in industry.</li> <li>● To handle alumni affairs, including maintenance of all relevant details of pass out students and alumni association.</li> <li>● To monitor the working of the alumni association and to arrange their meetings.</li> <li>● To sponsor students for various paper presentations and technical exhibitions.</li> <li>● To arrange an in service training program for the teachers to update their knowledge and skill to teach the updated/ revised curriculum.</li> <li>● To arrange entrepreneurship camps and to motivate the students for self-employment.</li> <li>● To arrange programmes for guidance and counselling of the students regarding various sources of finance, men and material for self-employment.</li> <li>● To engage classes for teaching as well as for personality development of students.</li> </ul> |
|---------------|---|

#### **SECTION 4(1) (b) (iii)**

##### **THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

The procedure followed in the decision-making process is as per Policy and guidelines of State Govt. and Regulatory agencies.

#### **SECTION 4(1) (b) (iv)**

##### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS: -**

The norms set by Govt. of Himachal Pradesh from time to time in broad consonance with the regulatory bodies/Authorities.

#### **SECTION 4(1) (b) (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 letters received from various sources are dealt with / disposed of by the concerned official / officer as per norms fixed by the Govt. in broad consonance with regulatory authorities such as:

1. All India Council for Technical Education (AICTE) (<https://www.aicte-india.org/>)
2. Directorate of Technical Education and Vocational Training, Sundernagar, H.P ([www.techedu.gov.in](http://www.techedu.gov.in)).
3. Himachal Pradesh Takniki Shiksha Board, Dharamsala, ([www.hpotechboard.com](http://www.hpotechboard.com)).
4. Instructions given by the Government of Himachal Pradesh from time to time.

**SECTION 4(1) (b) (vi)**

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT  
OR UNDER ITS CONTROL:**

| <b>Sl. No.</b> | <b>Category of the document</b>                              | <b>Procedure to obtain the document</b>                         |
|----------------|--|---|
| 1              | 2  | 3   |
| 1              | Bank Pass Books  | The Documents can be obtained from concerned officer in charges |
| 2              | Service Book   |   |
| 3              | Personal files   |   |
| 4              | Diary and Issue register                                     |   |
| 5              | Acquaintance   |   |
| 6              | Bill Register  |   |
| 7              | Book of Drawl register                                       |   |
| 8              | DCR  |   |
| 9              | Cash. Books  |   |
| 10             | Admission registers  |   |
| 11             | Placement Record   |   |
| 12             | Students Results   |   |
| 13             | Student attendance registers                                 |   |
| 14             | Vehicle logbook  |   |
| 15             | Stock Registers and Indent Books                             |   |
| 16             | Duty attendance  |   |
| 17             | Files related to budget, correspondence, RTI.                |   |
| 18             | Files & documents related to building, Academic, Examination |   |
| 19             | Files related to Procurement/Tender.                         |   |
| 20             | Files related to student counseling.                         |   |
| 21             | Files related to Hostel, etc                                 |   |
| 22             | Files related to outsource staff                             |   |

**SECTION 4(1) (b) (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 IMPLEMENTATION.**

-

| S No. | Subject/Topic | Is it mandatory to ensure public participation (Yes/No) | Arrangements for seeking public Participation |
|-------|---------------|---|---|
| 1     | NIL           | NIL   | NIL   |

**SECTION 4(1) (b) (viii)**

**BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED**

- Academic Committee
- Student Welfare Committee
- Anti -Ragging Committee.
- Anti-Ragging Squad
- Anti-Drug Abuse Committee
- Disciplinary Committee.
- Anti-Sexual Harassment Committee Cell
- Internal Quality Assurance Cell
- Grievances Redressal Cell

**SECTION 4(1) (b) (ix)****DIRECTORY OF OFFICERS AND EMPLOYEES**

| <b>Sr No</b> | <b>NAME OF THE STAFF MEMBER (SH./SMT.)</b> | <b>DESIGNATION</b> | <b>Email</b>                                    | <b>Mobile Number</b> |
|--------------|--|--------------------|---|----------------------|
| 1            | 2  | 3                  | 4   | 5                    |
| 1.           | Sh. Pankaj Pathik                          | Principal          | gpckinnaur@gmail.com; gpckinnaur@rediffmail.com | 7018485419           |
| 2.           | Sh. Mohan Singh                            | HOD AS&H           |   | 94180-60481          |
| 3.           |  | HOD Mech.          |   |                      |
| 4.           | Sh. Puneet Sharma                          | HOD Civil          |   | 94181-53545          |
| 5.           | Sh. Akshay Rana                            | Sr. Lect. Mech.    |   | 82199-88750          |
| 6.           | Sh. Surya Kumar                            | Lect. Chemistry    |   | 88946-99798          |
| 7.           | Sh. Ravinder Singh                         | Lect. AS&H Maths   |   | 94590-36888          |
| 8.           |  |                    |   |                      |
| 9.           | Mrs. Amonika                               | Lect. AS&H English |   | 94595-42713          |
| 10.          | Sh. Manoj Kumar                            | Lect. Civil        |   | 94590-39530          |
| 11.          | Sh. Abhay Thakur                           | W/Shop Supdt.      |   | 94188-05539          |
| 12.          | Sh. Rohit Tiwari                           | Lect. Mech.        |   | 89880-04403          |
| 13.          |  | Foreman Instructor |   |                      |
| 14.          |  | Computer Assistant |   |                      |

|     |                     |                              |  |             |
|-----|---------------------|------------------------------|--|-------------|
| 15. | Sh. Ramesh Kumar    | W/Shop Instructor Elect.     |  | 70187-10529 |
| 16. | Sh. Hari Singh      | Workshop Instructor          |  | 8894710721  |
| 17. | Mrs. Neeraj Bala    | Assistant Librarian          |  | 78072-55082 |
| 18. | Sh. Mohan Lal       | Lab Assistant                |  | 94186-54701 |
| 19. | Sh. Dhian Singh     | Lab Assistant                |  | 94186-54973 |
| 20. |                     | Lab Assistant                |  |             |
| 21. | Ms. Anjali          | Junior office Assistant (IT) |  | 78767-64038 |
| 22. | Ms. Draupadi        | Clerk                        |  | 82199-91219 |
| 23. | Smt. Santosh Devi   | Workshop Attendant           |  | 86268-62628 |
| 24. | Sh. Raj Kumar       | Workshop Attendant           |  | 78078-37490 |
| 25. | Sh. Pankaj Chatanta | Lect. Mech. (SWF)            |  | 98575-17352 |
| 26. | Ms. Laxmi           | Peon (SWF)                   |  | 78320-63016 |
| 27. | Sh. Sunil Kumar     | Peon (SWF)                   |  | 94592-82698 |

**SECTION 4(1) (b) (x)**

**MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND  
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN  
ITS REGULATIONS:**

| <b>Sr.No.</b> | <b>Designation</b>           | <b>Pay Scale / Level as per HP CS RP 2022</b> |
|---------------|------------------------------|---|
| 1.            | Principal                    | Level 28                                      |
| 2.            | Head of the Deptt.           | Level 24                                      |
| 3.            | Sr. Lecturer                 | Level 21                                      |
| 4.            | Lecturer                     | Level 18                                      |
| 5.            | Workshop Supdt.              | Level 18                                      |
| 6.            | Foreman Instructor           | Level 12                                      |
| 7.            | Sr. Asstt.                   | Level 11                                      |
| 8.            | Computer Assistant           | Level 11                                      |
| 9.            | Workshop Instructor          | Level 10                                      |
| 10.           | Assistant Librarian          | Level 06                                      |
| 11.           | Junior Office Assistant (IT) | Level 04                                      |
| 12.           | Clerk                        | Level 03                                      |
| 13.           | Laboratory Assistant         | Level 03                                      |
| 14.           | Workshop Attendant           | Level 01                                      |



**SECTION 4(1) (b) (xi)**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE  
PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS  
ON DISBURSEMENTS MADE:-**

**Budget Availability Report**

**Financial year 2024-2025**

| <b>Sr. No.</b> | <b>Object Code Description</b> | <b>Amount allocated</b> |
|----------------|--------------------------------|-------------------------|
| 1              | 01 Salaries & DA               | 2,00,00,000/-           |
| 2              | 02 Wages                       | Nil                     |
| 3              | 03 Travel Expense              | 5,000/-                 |
| 4              | 05 Office Expense              | 3,30,000/-              |
| 5              | 06 Medical Reimbursement       | 69,797/-                |
| 6              | 12 Scholarship/Stiphend        | Nil                     |
| 7              | 20 Other Charges               | Nil                     |
| 8              | 30 Motor Vehicle               | 50,000/-                |
| 9              | 31 Machinery & Equipments      | 5,10,000/-              |
| 10             | 33 Material & Supplies         | 1,20,000/-              |

**SECTION 4(1) (b) (xii)**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

Does not arise.

**SECTION 4(1) (b) (xiii)**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORIZATIONS GRANTED**

As per H.P Govt. Policy.

**SECTION 4(1) (b) (xiv)**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY  
IT, REDUCED IN AN ELECTRONIC FORM: -**

All the relevant details including the procurement, tender and student matter are made available on the website [www.gpkinnaur.edu.in](http://www.gpkinnaur.edu.in). [www.techedu.hp.gov.in](http://www.techedu.hp.gov.in), Brief information of various courses offered by the institute, Curriculum and fees structure of various disciplines are available at the web site [www.hpotechboard.com](http://www.hpotechboard.com)

**SECTION 4(1) (b) (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: -**

-

Means, methods of facilitation available to the public, which are adopted by the department for dissemination of information. The following methods of facilitation are available to the Public which are adopted by the Institute: -

|   |  |           |
|---|--|-----------|
| 1 | Notice Board                             | Available |
| 2 | Inspection of Record in the office       | Available |
| 3 | System of issuing of copies of documents | Available |
| 4 | Web site                                 | Available |

The institute has maintained its library restricted only to its students and staff. The library is not open to the public.

**SECTION 4(1) (b) (xvi)**

**FOR THE IMPLEMENTATION OF RIGHT TO INFORMATION ACT. 2005,**  
**FOLLOWING OFFICERS HAVE BEEN NOMINATED AS APPELLATE**  
**AUTHORITY & PUBLIC INFORMATION OFFICER:**

-

| <b>Authority Designated Under RTI Act-2005</b> | <b>Name &amp; Designation of the officer</b> | <b>Complete Official Address</b>  | <b>Office Telephone No</b> |
|--|--|---|----------------------------|
| Public Information Officer (PIO)               | Principal                                    | Govt. Polytechnic Kinnaur Camp at Rohru, District Shimla 171207, Himachal Pradesh     | <b>+91-1781-240102</b>     |
| Appellate Authority                            | Joint Director Technical Education H.P.      | Directorate Of Technical Education Vocational and Industrial Training Sundernagar-H.P | <b>+91-1907-266572</b>     |

\*\*\*\*\*  
\*\*\*\*\*