

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. Right to Information Act 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, CENTRAL TOOL ROOM (CTR) has made an attempt to provide certain information to citizens to empower them to exercise their right to Information. CTR has designated Central Public Information Officer (CPIO) 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 CPIO 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 CTR charges the fee @ Rs. 2/- per page for printed information.

Rs.50/- per floppy and

Rs. 100/- per CD in case information through CD.

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 CTR, Ludhiana. The payment may be made directly to the Accounts Officer.

FUNCTIONS AND DUTIES

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

CENTRAL TOOL ROOM (CTR) Ludhiana has been established under Technical co-operation program between Government of India and Government of Republic of Germany as a Govt. of India Society registered under Society Registration Act, XXI, 1860. It is a collaborative project among Govt. of India, Govt. of Germany. The Management of affairs of the Centre rests with the Governing Council constituted by Government of India. Additional Secretary and Development Commissioner (MSME), Government of India is the President of the Society and Chairman of the Governing Council. The Centre 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:

- Developing production facilities of moulds, jigs, fixtures, gauges and other sophisticated components preferably for Small Scale Industries.
- Conducting Long Term as well as Short Term Training Programs in the field of Tool making and other allied Engineering trades both for the fresher's and for personnel already engaged in this field.
- Providing common facilities in precision machining and heat treatment.
- Providing consultancy facilities primarily for small scale industries in the field of Tool Engineering aimed at improvement in quality and productivity.

POWERS AND DUTIES OF CTR OFFICERS AND EMPLOYEES

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

CENTRAL TOOL ROOM, LUDHIANA was set up in 1980 to conduct short term as well as long term training programs to up grade the skill of fresher's as well as personnel working in industries. It is headed by the General Manager. To carry out the functions of different Departments/Divisions both Technical and non Technical personnel are appointed. The structure of both Technical and non-Technical posts in CTR are as under:

A. Technical

- General Manager
- Senior Manager
- Manager
- Asstt.Manager
- Engineer/Foreman
- Technician Grade I
- Technician Grade II
- Technician Grade III

B. Non Technical

- Administrative Manager
- Asstt. Manager(Admn.&A/counts)
- Asstt.A/cs officer
- Asstt.admn. officer
- Asstt. Purchase officer
- Personal Secretary to GM
- Senior Stores keeper
- Steno Typist
- Upper Division Clerk
- Lower Division Clerk
- Receptionist

All the authorities of the Society are vested with the Governing Council and the Chairman of the Governing Council and the office bearers of the Society are the Chairman and the General Manager. The functions, duties and powers to be discharged by the Chairman, Governing Council and General Manager are prescribed in the Memorandum of Association and Rules Regulations of the Society.

Certain Administrative and financial powers have been delegated to the General Manager to carry out the day to day functions of the Society. The General Manager in turn delegated some of the financial and administrative powers to the Head of the Departments and other officers to carry out the day to day functions of the Society.

The duties and responsibilities of the Technical and non Technical officers are as under :

A. Technical

- **Senior Manager/Manager**
- To supervise the Work of the Departments/Divisions in their control, i.e. Trg./Production Deptt.
- To plan and distribute work amongst the subordinate officers in the Department/Divisions under their control.
- To fix Departmental target and plan and take necessary action to achieve both financial and physical target fixed for the year.
- **Asstt. Manager/ Engineer//Foreman**
- To supervise the subordinate staff under their control
- To take required measures for optimum use of machines and manpower under their control.
- To assist the Senior Manager/Manager to plant in achieving the target.
- **Technician Gr .I/Technician Gr.II/Technician Gr.III**
- To work with the machines/execute the jobs allotted to them.
- To ensure timely completion of job with minimum rejection of the work.

A. Non Technical

1. Administrative Manager

To overall supervise the work of administration, personnel, accounts /Sections.

- To assist General Manager in all the activities of the Admin Department.
- To assist the General Manager in various meeting like Union meeting, Manager meeting, Hindi meeting, canteen committee meeting etc...
- To look after recruitment, HRD, security and housekeeping activities.
- To assist Senior Manager/Manager in Department promotion committee.
- To look after staff Welfare Activities.
- To act as Central Public Information Officer
- To act as Nodal Officer for Public Grievances redressal
- To control Labour Laws Matters and to comply various records/return under ESI,EPF, Factories Act ,Industrial Disputes Act
- To control matter relating to Pollution Control Board
- Matters relating to the Income Tax, TA/DA/ LTC/ Wage & Salary Administration.

- Matter relating to the appointment of GET/DET/Technician Trainees/casual employees
- To look after Housekeeping, landscaping, & Security functions.

2. Asstt. Accounts Officer

- To look after the financial, Accounts activities of the Centre.
- He is the drawing and disbursing officer.
- To look after vat/service tax/Income Tax/Insurance etc.
- To supervise staff under his control

3.Asstt Purchase officer :

- To look after the Purchase activities for the centre.

4. Asstt. Admn. Officer

- To look after/supervise the activities of the administration department

5. PS, Steno typist Receptionist, upper Division clerk, lower division clerk, Librarian (Support Staff):

To assist their immediate authority for activities of their respective Section including maintenance of files, noting and drafting etc.

THE POCEDURE FOLLOWED FOR THE DECISION MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

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

The functions of CTR are mainly technical. Long Term and Short Term Training in Tool Engineering & CAD/CAM are being imparted to the freshers as well as personnel already working in industries. Design & manufacturing activities are being undertaken in Production Department. Besides this, supporting activities such as purchasing of materials & tools etc., Store keeping and Administrative and Accounting activities are also there. For efficient management of the activities there exists a system to ensure speedy & correct decision making processes. Procedures adopted are as follows:

I. General Process:

- The Section I/c will himself initiate action on the receipts keeping in view the priority requirements.
- Paper work will be kept at essential minimum.
- Least time will be taken for disposal
- While disposing cases, the Section in charge will aim at optimizing quality as well as quantity of work performed by him & submit the same to the HOD.

II. Standard Process Sheet:

For dealing with cases of repetitive nature such as issuance of tender, comparative statement of tenders, order confirmation, job process sheets, sanction of leave, forwarding of applications etc. Standard Process Sheets are advised and being used. In case of Administration and Accounts standard forms are also used besides the statutory forms.

III. Level of disposal and channel of submission:

As the activity of CTR is mainly technical in nature the level of disposal and channel of submission have been kept minimum. The Section-in-charge is to initiate and suggest the action to be taken to the Head of the Deptt who has been delegated with certain administrative and financial power to take decision and dispose off the cases. Decisions to be taken beyond the power of the HODs shall go to the General Manager, Chief Executive of CTR for disposal who has been entrusted with financial and administrative powers to manage the day to day activities of the Centre. In case of policy decisions the matter shall be referred to Chairman/Governing Council.

NORMS FOR THE DISCHARGE OF THE FUNCTIONS

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

The norms for discharge of functions that have to be followed are prescribed in the standing orders of C T R, LUDHIANA.

Important norms are as follows:

1. The Training Deptt., Production Deptt. and Heat treatment are running in shift basis and the Administrative Office in General Shift.
2. The working hours of the Administrative Office are 9 A.M. to 5P.M.
3. The working hours for shift are: A shift- 6 A.M. to 2 P.M., B shift- 2 P...M. to 10 P.M. and C shift – 10 P.M. to 6.00 AM
4. C T R remains closed on all Sundays and lInd saturday and other declared holidays. Officers and staff of Training and Production Deptt. Follow staggered weekly off.
5. All the employees are expected to be in his/her seat and to start work in time unless he/she has previously obtained such permission for late attendance.
6. All employees have to register their attendance through the Time punching machine installed at the Entrance both for incoming and outgoing.
7. Strict measures should be taken by the Administrative authorities for enforcement of punctuality.
8. 30 Minutes lunch break must be scrupulously dealt.

9. A list of addresses of all the employees is maintained in the Administrative Section.
10. Each employee is responsible for the work assigned to him/her.
11. Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him/her for official purpose.
12. Each employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
13. No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its advantage.
14. The authority concerned will have to get public interest uppermost in its money while making a procurement decision.
15. Each employee should maintain absolute integrity at all times.
16. Each employee should maintain absolute devotion to duty at all times.
17. Each employee should render prompt and courteous service to the public.
18. Each employee should maintain absolute integrity at all times.
19. Each employee should act in accordance with the Society and Government Rules, Regulations and Policies.

THE RULES, REGULATIONS INSTRUCTIONS ETC. HELD BY CTR OR UNDER ITS CONTROL USED BY ITS EMPLOYEES FOR DISCHRGING ITS FUNCTIONS.

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

- The Rules, Regulations and other records held by CTR,LUDHIANA are as under :
- Memorandum of Association and Rules & Regulations of the Society.
- Standing Orders for group C employees.
- Recruitment Rules 2003

In addition CTR, LUDHIANA follows Rules, Regulations, instructions and orders etc. issued by office of Chairman, CTR, LUDHIANA, Ministry of MSME and other Ministries of Govt. of India as applicable to CTR

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE
HELD BY CTR, LUDHIANA OR UNDER ITS CONTROL**

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

The categories of documents that are held by the Center office are as under:

1. Society registration certificate.
2. Memorandum of Association and Rules and Regulations.
3. Standing Orders.
4. Recruitment Rules
5. General Financial Rules of Govt. of India.
6. Agenda and Agenda Notes and Minutes of the Governing Council and Annual General Body Meeting.
7. List of members with address of Governing Council and General Body.
8. Standardized functional files indexes including its file numbering system relating to its Sections.
9. Schedule period of retention for records.
10. Annual Reports of the Society.

THE PARTICULARS OF ANY ARRANGMENT WHICH EXISTS FOR CONSULTATION WITH OR REGISTRATION BY THE MEMBERS OF THE PUBLIC RELATION TO THE FORMULATION OF ITS POLICIES OR IMPLEMENTATION THERETO

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

The Management of affairs of CTR rests with the Governing council at the apex. The Governing Council consists of not less than 21 members which includes both Government officials and representatives from the Industries Associations/Industries. At present the following representatives from Industries Associations/Industries are members in the Governing Council.

1.	Shri Amarendra Sinha, IAS Development Commissioner (MSME) Ministry of Micro, Small & Medium Enterprises, Nirman Bhawan, 7th Floor, New Delhi –110 108.	Chairman
2.	The Joint Secretary, Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, NEW DELHI-110 108.	Member
3.	The Officer Incharge, Tool Room Division, O/o AS & DC (MSME), Ministry of Micro, Small & Medium Enterprises, Nirman Bhavan, 7th floor, NEW DELHI-110 108.	Member
4.	The Director/ Under Secretary I. F. Wing, Ministry of Micro, Small & Medium Enterprises, Udyog Bhavan, NEW DELHI-110 108.	Member
5.	The Director of Industries, Govt. of Punjab, Sector 17-C, CHANDIGARH-160 017.	Member
6.	The Director of Industries, Govt. of Haryana, Sector 17, CHANDIGARH.	Member
7.	The Director of Industries, Govt. of Himachal Pradesh, Directorate of Industries, SHIMLA-1.	Member

8.	The Director of Industries & Commerce, Directorate of Industries & Commerce, Govt. of Jammu & Kashmir, 1st Floor, Jawahar Lal Nehru, Udyog Bhawan, Rail Head Complex, JAMMU (J& K).	Member
9.	The Managing Director, Chandigarh Indl.& Gen.Corpn.Ltd., (Indl.Dev.-Cum-Facility Corpn Ltd.), 182/40-41, Industrial Area, CHANDIGARH.	Member
10.	The Principal Technical Adviser, GTZ, B 5/1, Safdarjung Enclave, 2nd Floor, NEW DELHI-110 029.	Member
11.	The Director, Advanced Training Institute, Gill Road, LUDHIANA-141 003.	Member
12.	Director, MSME Development Institute, Industrial Area –B, Ludhiana-141 003.	Member
13.	Shri S P Nayyar, M/s Nayyar EleCTRodes Pvt. Ltd., Industrial Complex,Bari Brahmna, JAMMU.	Member
14.	Shri Anil Suri, Co-Chairman, Federation of Industries, BBIA Bhawan, SIDCO Industrial Complex Bari Brahmna JAMMU	Member
15.	Shri Arun Rawat, Director, M/s North Star Fastners Pvt. Ltd., No 9, ERIP Phase 1, Jharmajri, BADDI (HP) 173205.	Member
16.	Shri Sumit Bansal, General Secretary, M/S Nav Jay Bee Industry, Court Road, JAGADHRI (HARYANA) 135 003	Member
17.	Shri Baljeet Singh, House No. 2964, Guru Nanak Colony, Near Surjit Cinema Chowk, Dhandari Kalan, LUDHIANA.	Member

18.	The President, Apex Chamber of Commerce & Industry (Punjab), Room No.212, 2nd Floor, Savitri Complex, Post Box No.74, G.T. Road, LUDHIANA-141 003.	Member
19.	Shri S C Ralhan, President Hand Tool Association, E-184, Focal Point, Phase IV, LUDHIANA-141 010.	Member
20.	The President, Amritsar Industries Association, 279, East Mohan Nagar (100 feet Road), AMRITSAR-143 006.	member
21	Shri A P Sharma, General Manager-cum-Member Secretary, Central Tool Room A-5, Focal Point LUDHIANA-141 010	Member Secretary

STATEMENT OF BOARDS, COMMITTEES AND OTHER BODIES CONSISTING TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE MEMBERS OF ITS DIVISIONS AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

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

The various Boards/Councils/Committees constituted and functioning in this office are as follows:

General Body: It consists of not less than 21 members nominated by Govt. of India. Addl. Secretary and DC (MSME), Govt. of India is the Chairman. The Body normally meets once in a year and approves the Audited Annual accounts, Annual Report and other matters recommended by the Governing council. General Manager is the Member Secretary to the Governing Council.

Governing Council: It consists of not less than 21 members nominated by the Govt. of India. Additional secretary and DC (MSME), Govt. of India is the Chairman. General Manager is the member Secretary of Governing Council. The Governing Council approves the plan and projections, budget and expenditure and formulates policies for the Society. The detail powers of the Governing Council are prescribed in the Memorandum of Association and Rules Regulations of the Society.

Purchase Committee: There are three tier Purchase Committees to regulate the purchases of the Society. Officials from Govt. of India, Governing council member, outside expert and officials of CTR are the members in the Purchase Committee.

Canteen Committee: Canteen Committee consists representative from officers, workmen of the Centre. It advises for smooth running of the Canteen.

Tender Committee: It consists of officials from Marketing, Design, Training and Production Deptt. It advises on finalization of quotation to be submitted to the customers.

Examination Committee: The Committee comprises members of officials from Punjab State Board of Technical Education conducts examination and responsible for publication of result.

Budget Allocation

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

(Rs. In Lacs)

Particular	2011-12	2012-13	2013-14
Recurring Expenses:			
Salaries;Wages & Staff Benefits	529	539	591
CPF /ESIC contribution	52	57	62
Raw Material,Bought out items & Consumable Purchases for production	38	28	30
EleCTRicity & Water charges	60	63	75
Manufacturing Expenses	0	2	6
Training Expenses	2	2	9
Administrative Expenses	98	88	147
Total -A	779	779	920
Non-Recurring Expenses:			
Building	10	1	23
Plant & Machinery	139	22	134
Teaching Aids & Equipments	1	0	1
Others	98	21	24
Total-B	248	44	182
Total-A+B	1027	823	1102
Source of Finance:			
Particular	2011-12	2012-13	2013-14
Balance C/F			
Grant in Aid from Govt. of India (Recurring & Non Recurring)	200	200	238
Internal revenue Generation	721	906	1070
Total	921	1106	1308

PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATION

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

CENTRAL TOOL ROOM, (CTR), LUDHIANA does not issue any concession, permit or authorization. However, Train/Bus concession is being provided to the Trainees only.

INFORMATION AVAILABLE TO OR HELD BY CTR REDUCED IN AN ELECTRONIC FORM

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

Details of Information/Training courses being conducted are available in the website www.ctrludhiana.com in Electronic form. Hard copies are also available at the information counter for general use.

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

CTR, LUDHIANA maintains an Information Facility Centre located A-5, CENTRAL TOOL ROOM A-5 FOCAL POINT, LUDHIANA, 141010. This Information Centre provides information on the services and activities of the organization. CTR, LUDHIANA also maintains its website which kept exist at www.CTRLudhiana.com. It is exhibiting information relating to different training programmes being conducted.

In case information which shall not be available in website or Information Counter it can be sought by an application in the prescribed format. On receipt of the application an acknowledgement shall be issued to the applicant mentioning the date of receipt and period by which the information shall be provided. In case of rejection also the application shall be intimated giving the reasons thereof.

FORMS:

- Application for seeking information : **Form - A**
- Proforma for acknowledgement :
- Proforma for Transfer of application : **Form - B**
- Proforma for rejection order and confirming : **Form - C**

Form 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
(See rule 3)

I.D. NO _____ -

(For officials only)

To

The Competent authority,

.....

.....

1. Name of the applicant :

2. Address :

3 Particulars of Information.

(a) Concerned department :

(b) Particulars of information require. :

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 _____ .

Signature of applicant

Place.....

E-Mail address, if any.....

Date.....

Tel. No. (Office).....

Residence.....

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 the Shri._____ between 11A.M. to 1P.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.

Dated:.....

E-mail address:.....

Web-site:.....

Tel.No.....

CENTRAL TOOL ROOM, LUDHIANA
(A GOVERNMENT OF INDIA SOCIETY)

Form 'B'

TRANSFER OF APPLICATION FORM

From _____
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 supersession of the acknowledgement given to your on
_____.

Yours faithfully,

CPIO

E-mail address.....

Web-site.....

Tel.No.....

CENTRAL TOOL ROOM, LUDHIANA
(A GOVERNMENT OF INDIA SOCIETY)

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

From _____

No. _____

Dated: _____

To

Sir/Madam,

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

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,

CPIO

E-mail address:-.....-

Web-site:.....

Tel.No:.....

THE NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER AND APPELLATE AUTHORITY OF CTR, LUDHIANA

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

A. Central Public Information Officer (CPIO)

Shri NARINDER SINGH
ADMINISTRATIVE MANAGER
Tel-0161-2670059
Extn. 225
E-mail: admn@ctrludhiana.com

B. Appellate Authority

Shri AMIT PRAKASH SHARMA
GENERAL MANAGER
Tel:0161-2670057 : E-mail: gm@ctrludhiana.com