



Government of Goa
DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
MAPUSA GOVERNMENT INDUSTRIAL TRAINING INSTITUTE

Behind District Hospital, Peddem, Mapusa-Goa 403 507

Ph:(0832)2262637

Website: www.itimapusa.goa.gov.in

Email: mapusa-iti.goa@nic.in

Ref No: 1/07/ MGITI/EST/2019-20

Date: 19/10/2020 (27 Asvina 1942)

Section 4 (b)

i) PARTICULARS OF MAPUSA GOVERNMENT I.T.I. , ITS FUNCTIONS AND DUTIES

1. Aim and Objectives of the Institute

Impart skill training in Engineering & Non-Engineering vocational trades/ courses of 1-year and 2-year duration which are affiliated to National Council of Vocational Training (NCVT), Government of India, New Delhi and State Council of Vocational Training (SCVT), Government of Goa respectively. The Institute also imparts training in short-term course namely, Hair Stylist under Pradhan Mantri Kaushal Vikas Yojana (PMKVY).

2. Mission/Vision statement of the Institute

a) **Mission**: - To produce skilled workers and work force required by the industry

b) **Vision** :- To promote self employment by imparting suitable skills through short-term courses and undertaking jobs under Production Orientation Training (POT) scheme. To interact with the industry for partnering in activities related to upgradation of the Institute.

3. Brief history and background of Mapusa Government I.T.I.

Mapusa Government Industrial Training Institute (ITI) was established in the year August 1973 by starting the following four trades initially:

- 1) Electrician 2) Fitter 3) Turner 5) Mechanic Motor Vehicle

A well equipped new building was constructed in the year 1987 to accommodate new trades. The number of trades and strength of trainees increased as the years passed.

Trades/Courses available at the Institute

Engineering Trades

One year

- 1 Mechanic Diesel
- 2 Welder
- 3 Mechanic Two and Three Wheeler under DST

Two year

Engineering trades

1. Electrician
2. Fitter
3. Mechanic Motor Vehicle under Dual System of Training (DST)
4. Information Communication technology System Maintenance
5. Mechanic Electronics
6. Machinist
7. Turner

Non- Engineering Trades

One Year

1. Computer Operator and Programming Assistant (COPA)
2. Secreterial Practice
3. Basic Cosmetology

Short term course

Hair Stylist course under Pradhan Mantri Kaushal Vikas Yojana (PMKVY)

4) Organization Chart

Principal (Smt. Sheetal Desai)			
TRAINING Shri Pandharinath Asolkar, Millwright Foreman		ADMINISTRATION Smt. Rini Banaulikar, Head Clerk	
Instructional Staff		Office staff	
1	Smt. Leena Porob,G.I.(COPA)	1	Shri Saiprasad Parrikar,(Prog.Asst)
2	Shri. Pushparaj Mandrekar, V.I(P)	2	Ms. Sangeeta Gawas,U.D.C
3	Shri Vilas V. Shetgaonkar, V.I.(T)	3	Shri Vishwaraj Alias Kapil Rajendra Naik, Store keeper
4	Shri Gislain D'souza. V.I.(T)	4	Shri Anil Paulo D'souza, L.D.C.
5	Shri Arjun R. Pednekar V.I.(T)	5	Ms. Uma V. Dhargalkar,LDC
6	Shri Roshan Goltekar, V.I.(P)	6	Shri Shantilal Nagvekar Maintenance Supervisor
7	Smt. E. Maria Rodrigues, V.I.(P)	7	Shri Masso Pawar,MTS
8	Shri Ramchandra Tamoskar, V.I.(P)	8	Smt. Divya Gawas, MTS
9	Shri Johnny Pereira, V.I.(T)	9	Shri Prakash Shetkar , MTS
10	Shri Narendra Onskar, V.I.(P)	10	Shri. Vasu Naik, Maintenance Mechanic
11	Shri Baltazar Elvidio D'Souza, V.I.(T)	11	Smt Tanvi Naik, Sweeper (C.B)
12	Smt. Shreya M. Naik	12	Shri.Mahendra Tamboskar, Watchman (C.B)
13	Shri Vijay Gharse, V.I.(P)		
14	Shri Savidas Naik, V.I.(T)		
15	Shri Vijay B. Kamat, V.I.(P)		
16	Shri Sukdo Gurav		
17	Shri Sagun Parab V.I.(T)		
18	Shri Nitin Rawal ,V.I.(T)		
19	Ms Natasha Oreste Carvalho e Fernandes, V.I.(P)		
20	Shri Prashant Sawant V.I.(T)		
21	Smt. Sandita V. Ajgaonkar, V.I.(C.B)		
22	Shri.Akash Sawant, V.I.(C.B)		
23	Shri.Prasad Sangodkar, V.I.(C.B)		
24	Shri.Santosh Sawantwadikar, V.I.(C.B)		
25	Shri.Nitin Gawas, V.I.(C.B)		
26	Shri.Hari Gadekar, Guest Lecturer		
27	Ms Shabnam Shirodkar, Guest Lecturer		

5)Main Activities/functions of the public authority (I.T.I.)

- 1) Conducting training activities for 1 year and 2 year trades under NCVT and SCVT
- 2) Conducting exams for the trainees
- 3) Awarding merit and BPL scholarships to eligible trainees
- 4) Issuing of bonafide and trade passing certificates
- 5) Organizing other training related programmes as directed by the higher authorities
- 6) Procuring training related material and arranging required infrastructure
- 7) Organizing campus interviews, placement fairs for recruitment of trainees
- 8) Taking up jobs under Production Oriented Training (POT) scheme

6) List of Services being provided by the public authority with a brief write up on them

- 1) Training of trainees in various vocational courses under Craftsmen Training Scheme (CTS), Pradhan Mantri Kaushal Vikas Yojana (PMKVY) scheme and Apprenticeship Training Scheme (ATS)
- 2) Issuing of passing certificates to the trainees appearing and passing All India/Goa Trade Tests under NCVT and SCVT
- 3) Issuing of Bonafide certificates

7) Citizens interaction with the public authority for enhancing the Institute's effectiveness and efficiency

a) The citizens are welcome to offer suggestions on improving the services offered at the ITI. Industry members play active role in improving the training activities at the ITI by being part of the Institute Management Committee (IMC).

8) Postal Address of the main office, attached/subordinate office/field units ect.

Behind District Hospital,
Peddem, Mapusa, Bardez,
Goa-403507

9) Working Hours

- a) Training: Ist shift: 8:00 to 3:30 pm.
- b) Training: IInd shift: 10:00 to 5:30 pm.
- c) Office hours:10:00 a.m. to 5:30 p.m.

10) Grievance redressal mechanism

The trainees are instructed to report about any grievances faced by them first to the respective Trade Vocational Instructor (V.I.) or subject V.I., then the Group Instructor (G.I./Millwright Foreman (M.F.), and lastly the Principal.

Institute level Women's Committee is formed to address to the issues if any faced by any women employee.

Institute level Ragging Committee is formed to address to ragging issues if any arise or are reported after new trainees are admitted.

Powers and duties of officers and employees
Section 4 (1) (b) (ii)

<u>Sr. No</u>	<u>Designation</u>	<u>Powers</u>			<u>Duties</u>
		<u>Administrative</u>	<u>Financial</u>	<u>Others</u>	
1)	Principal	Maintain discipline. Ensure proper security arrangements for men and material of the Institute. Ensure safety equipments/fire extinguishers are fixed at appropriate places. Ensure safety precautions are followed by respective trade Instructor while imparting training Maintain punctuality in attendance of staff Sanction leave	Drawing & Disbursing officer Putting up bills pertaining to staff salary, remuneration, travelling allowance/Dearness allowance, medical and Institute's utility bills. Releasing of yearly increment and bonus Arranging collection of applicable fees and disbursement of	Seeking approval for civil works from higher authorities and inviting estimates for the concerned work from P.W.D./GSIDC Carrying out maintenance work of the Institute	1. Head of Office 2. D.D.O. and Budget deciding authority for the Institute 3. Principal for training activities 4. P.I.O. of Institute

			Caution Money Deposit (CMD) to trainees, maintaining all bank accounts records and cheque books properly, ensuring tax deduction of eligible staff and filing returns on time. Ensure various types of scholarships like Merit, BPL are released to eligible trainees. Ensure proper store procedure is followed while procuring Institute related material and timely payment is made to the supplier on supply of required goods as per requirement.		
2	Group Instructors/Mil lwright Foreman	Look after the duties of the Principal in his/her absence. Supervise all training activities and ensure discipline in the Institute. Check attendance of Instructors and trainees. Conduct monthly inspection of all training activities and submit inspection report and critical analysis report to the higher authority. Make arrangements to conduct Institute level monthly tests and national/state level theory and practical exams. Check training records regularly, conduct model lessons, ensure proper security arrangements are made and safety precautions are followed by staff and trainees.	-	Check DAK, emails and assign work to concerned for compliance Check requirement of training material & other equipments and ensure the same are procured and provided for conducting training smoothly	Supervision of training activities and functioning of the ITI as a whole
3	Vocational Instructors	Conducting theory classes and practical's, maintaining discipline in the section and class, maintaining proper record of trainees' attendance, progress cards, preparing charts and drawings. Check availability of tools, equipments, machinery and consumable items required as per syllabus and place requirement accordingly.		Make arrangements for campus interviews, placement fairs, programmes, exams. Perform any other duty assigned by the higher authority as and when required.	To impart training to the trainees

		Maintain the available tools and equipments in good working condition. Ensure to take all safety precautions while training.		Prepare packages required for procurement of tools, equipments and machineries as per syllabus. Attend Quality Trade Circle (QTC) meetings. Make arrangements to promote trades of ITI and admit candidates to various courses.	
4	Maths Instructor	Conduct classes of Workshop Calculation & Science subject as per the syllabus and conduct exams. Prepare notes, charts, instructional material as required.		Attend Quality Trade Circle (QTC) meetings. Perform any other duty assigned by the higher authority as and when required.	--do--
5	Drawing Instructor	Conduct classes of Engineering Drawing subject as per syllabus. Prepare notes, charts, instructional material as required.		Attend Quality Trade Circle (QTC) meetings. Perform any other duty assigned by the higher authority as and when required.	-do--
6	Employability Skills Instructor	Conduct classes of Employability Skills subject as per the syllabus. Prepare notes, charts, instructional material as required.		Attend Quality Trade Circle (QTC) meetings. Perform any other duty assigned by the higher authority as and when required.	-do--
7	Maintenance Mechanic	Carryout periodical inspection of machinery and building of the Institute and ensure repairs/maintenance work is undertaken timely	-	-	Repairs and maintenance of machinery and equipments of Institute
8	Storekeeper	Procurement of all material required for smooth functioning of the Institute. Responsible for maintenance dead stock, consumable and other related registers, inspection reports, bills, etc. Processing of purchase files, inviting quotations for purchases, preparing comparative statements and arranging proper installation and inspection of all items procured. Ensuring physical verification of stores is done yearly.	-	-	Purchasing and issuing material to concerned person.

9	Accountant	N.A.			
10	Head Clerk	All administration and Establishment matters like handling personal files and pension matters of staff, leaves, etc. Supervise subordinates, verify attendance of staff under her and ensure discipline in the office. Address to RTI matters in the capacity of APIO		LAQs	Responsible for all office matters
11	Upper Division Clerk	Perform duties as per section allotted: Training, Accounts and Administration. a) Accounts: - Handing of cash disbursement. Handing of cheques, preparing of pay bills and all other bills TA/DA, contingent and utility bills b) Establishment:- maintenance of service books of the staff. Leave records pension cases release of increments, pay fixation, c) Training: Maintain admission register, issue All India/Goa Trade Test certificates, ensure disbursement of scholarship amount and CMD amount	Collection of fees challans & other cash		Dealing with accounts & office files
12	Lower Division Clerk	Perform duties as per section allotted: Training, Accounts and Administration			Correspondence, Typing and putting up of files to PPL
13	Watchman	Maintain security of the Institute. Inform higher authorities if any untoward incident takes place in the Institute premises.			Watch and ward of Institute property
15	Peon (MTS)	Maintain the office clean and tidy and perform duties related to the office and post as directed in the order issued to him/her.			Office work
16	Sweeper (Utility Staff)	Sweep floor and exterior areas, dust furniture and clean all sections including toilets of the Institute			Cleaning and sweeping

Procedure followed in decision making process

Section 4 (1) (b) (iii)

- A) Admissions:-** Prospectus is prepared by the Training section at the Head Office → put up for approval of the Government → after approval copies are provided to ITI's for implementation of admission process → Merit list of candidates is prepared for admissions based on the applications received and submitted to H.O. to prepare a common merit list → Candidates are allotted seats based on merit either online/at a common admission center
- B) Purchases:-** Obtain requirement letter from staff → Scrutinize proposal to check applicable rule for procurement → Invite budgetary quotations to get an estimate of the funds involved → Invite

sealed quotations if required → Form institute level committee to scrutinize and evaluate the quotations, and recommend items to be procured → Put up the recommendations for approval of Chairman → Forward to DSDE for approval if required as per GFR rule → DSDE will mark to concerned section as applicable like training, accounts and purchase for examination and putting up for his approval → proposal will be put up to the Secretary/Finance Dept/Government as per rule applicable → on approval file be returned back to DSDE → If approved it will be returned to ITI for placing order towards supply of material.

- C) **Civil works:** Work required to be taken up is put up by respective staff at the Institute → Submitted to HO for approval → sent to PWD/GSIDC for estimation → estimate received from PWD/GSIDC is sent to DSDE for administrative and financial approval → file is sent to secretariat level officers/offices for further approval → After government's sanction → Funds are placed for disposal to PWD/GSIDC after which it issues orders for executing the Civil work

Norms set by ITI for the discharge of its functions

Section 4 (1) (b) (iv)

<u>Sr. No</u>	<u>Activity</u>	<u>Time frame/Norm for its completion/disposal</u>	<u>Remarks</u>
1	Admissions	Mid June to 31st October annually	Academic year normally starts from 1st August and ends in July every year.
2	Examination for NCVT courses/SCVT courses	Conducted as per DGT guidelines normally by the end of July every year	
3	Returning original certificates submitted by candidates during admission process	Within 15 days of commencement of academic year.	
4	Refund of Caution Money Deposit amount to trainees on completion of training	Before the last working day of the academic session	

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

Section 4 (1) (b) (v)

Sr. No	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	Training manual issued by DGT, New Delhi	Details of rules and regulations applicable for conducting training activities, examinations, etc. Responsibilities of staff related to ITIs		Rs. 250/- approximately
2	Central Govt. service rules	Guidelines for govt. servants, does and don'ts, benefits available, leaves, financial rules, etc	Swamy's Book CCSR	Rs.300/- Approximately

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

Section 4 (1) (b) (vi)

Following is a list of documents maintained at the ITI:

Sr. No	Nature of record	Details of information available	Units/section where available	Retention period, where available
1	Admission register of trainees	1. Name 2. Address 3. Photograph 4. Date of Birth 5. Date of joining 6. Trade opted	Establishment section cum training section	Establishment section
2	Personal files of staff members and service book	1. Service details 2. leave account 3. LTC/Home town records 4. orders and Memos	Establishment section	35 yrs Establishment section
3	Pay bill register	1. Staff salary details 2. Contingency bills 3. Material and equipments bills 4. Advances bills 5. Office expenses	Accounts section	
4	Caution money deposit register	Trainees caution money deposited to PLA account records	Training and Accounts section	
5	Cash register	1. Transaction of withdrawal & disbursement of cash details	Accounts section	
6	Trade certificates	Provisional and National Trade Certificates (NTCs) of trainees after appearing exams under NCVT & SCVT	Training section	
7	Aquittance roll	Salary disbursed to staff – roll	Accounts section	
8	Inward and dispatched register	Inward of correspondence received and dispatched	Establishment section	
9	Stock registers of dead stock and consumable registers	Details of machinery, equipments, tools and raw materials procured for training purpose and Institute; Description of item, quantity, amount, supplier name, etc Section stock registers	Stores	
10	Purchase files	All note sheets and correspondence related to procurement, inspection reports, bills etc	Stores	
11	Library books, periodicals	Book and newspapers, magazines details	Stores	
12	Training records	1. Attendance Register 2. Training records like training evaluation, notes etc	Concerned Trade Instructor	1 yr. till the end of the course

Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the Formulation of its policy of implementation
[Section 4 (1) (b) (vii)]

Details of the consultative committee and other bodies
With which consultations are held

Sr. No	Name and address of the consultative Committee/bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meetings
1	Institute Management committee	By notification from Director, DSDE Panaji comprising 5 members from Industry, 3 members from the Department and 1 trainee representative	To guide and advise in curriculum development, hold seminars lectures by inviting trade experts, help in finalising specifications of tools, equipments and machinery required; propose new works, projects and purchases. Suggest and support upgradation of training activities	Every 3 months

A Statement of boards council committees and other bodies constituted
[Section 4 (1) (b) (viii)]

SrNo	Name & address of the body	Main function of the body	Constitution of the body	Date constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	Institute Management committee, Mapusa Govt. ITI	To guide for overall development of the Institute, arrange employment opportunities for trainees, advise revamping of curriculum over and above the syllabus, organise seminars and lectures of external field experts, specify specifications of training material and equipments, propose new projects for development, donate machinery and equipments for training purpose	By notification from DSDE	IMC constitution in process	--	No	No. Limited only amongst the members of IMC & officials of DSDE & ITI.	Every 3 months	

Directory of officers and employee
Section 4 (1) (b) (ix)

Sr. No	Name	Designation	Office Tel. No.	E-Mail Address
1	Smt. Sheetal Desai	Principal	2262637	mapusa-iti.goa@nic.in
2	Shri. Pandarinath Asolkar	Millwright Foreman	2262637	mapusa-iti.goa@nic.in
3	Smt. Leena Porob	G.I.(COPA)	2262637	
4	Shri. Pushparaj Mandrekar	V.I. (P)	2262637	
5	Shri Vilas V. Shetgaonkar	V.I. (T)	2262637	
6	Shri Gislain D'souza	V.I. (T)	2262637	
7	Shri Arjun R. Pednekar	V.I. (T)	2262637	
8	Shri Roshan Goltekar	V.I.(P)	2262637	
9	Smt. E. Maria Rodrigues	V.I. (P)	2262637	
10	Shri Ramchandra Tamoskar	V.I. (P)	2262637	
11	Shri Johnny Pereira	V.I. (T)	2262637	
12	Shri Narendra Onskar	V.I.(P)	2262637	
13	Shri Baltazar Elvidio D Souza	V.I. (T)	2262637	
14	Smt. Shreya M. Naik	V.I.(T)	2262637	
15	Shri Vijay Gharse	V.I. (P)	2262637	
16	Shri Savidas Naik	V.I. (T)	2262637	
17	Shri Vijay B. Kamat	V.I. (P)	2262637	
18	Shri Sukdo Gurav	V.I.(T)	2262637	
19	Shri Sagun Parab	V.I. (T)	2262637	
20	Shri Nitin Rawal	V.I.(T)	2262637	
21	Ms Natasha Oreste Carvalho e Fernandes	V.I. (P)	2262637	
22	Shri Prashant Sawant	V.I. (T)	2262637	
23	Kum.Sandita V. Ajsaonkar	V.I. (C.B)	2262637	
24	Shri.Akash Sawant	V.I. (C.B)	2262637	
25	Shri.Prasad Sangodkar	V.I. (C.B)	2262637	
26	Shri.Santosh Sawantwadikar	V.I. (C.B)	2262637	
27	Shri.Nitin Gawas	V.I. (C.B)	2262637	
28	Shri.Hari Gadekar	Guest Lecturer	2262637	
29	Ms Shabnam Shirodkar	Guest Lecturer	2262637	
30	Smt. Rini Banaulikar	Head Clerk	2262637	
31	Shri Saiprasad Parrikar	Programming Assistant	2262637	
32	Ms. Sangeeta Gawas	U.D.C	262637	
33	Shri Vishwaraj Alias Kapil Rajendra Naik	Store Keeper	262637	
34	Shri Anil Paulo D'souza	L.D.C	2262637	
35	Ms. Uma V. Dhargalkar	L.D.C	2262637	
36	Shri Shantilal Nagvekar	Maintenance Supervisor	2262637	
37	Shri Masso Pawar	MTS	2262637	
38	Smt. Divya Gawas	MTS	2262637	
39	Shri Prakash Shetkar	MTS	2262637	
40	Shri. Vasu Naik	Maintenance Mechanic	2262637	
41	Smt Tanvi Naik	Sweeper (C.B)	2262637	
42	Shri.Mahendra Tamboskar	Watchman (C.B)	2262637	

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations

Sr. No	Name	Designation	Pay Scale	Monthly Salary/ remuneration in Rs
1	Smt. Sheetal Desai	Principal	Level-8	62200/-
2	Shri P. Asolkar	M.F	Level-8	81200/-
3	Smt. Leena Porob	G.I. (COPA)	Level-8	74300/-
4	Shri Vials Shetgaonkar	V.I (T)	Level-8	81200/-
5	Shri Pushparaj Mandrekar	V.I.(P)	Level-8	81200/-
6	Shri Roshan Goltekar	V.I.(P)	Level-8	78800/-
7	Smt. E. Maria Rodregues	V.I.(P)	Level-8	74300/-
8	Shri Gislain D souza	V.I.(T)	Level-8	81200/-
9	Shri Arjun Pednekar	V.I.(T)	Level-8	76500/-
10	Shri Jhonny Pereira	V.I.(T)	Level-8	70000/-
11	Shri Ramchandra Tamoskar	V.I.(P)	Level-8	70000/-
12	Shri Narendra Onskar	V.I.(P)	Level-7	60400/-
13	Shri Baltazar Dsouza	V.I.(T)	Level-6	66000/-
14	Shri Vijay Kamat	V.I.(P)	Level-6	46200/-
15	Shri Vijay Gharse	V.I.(P)	Level-6	43600/-
16	Smt. Shreya Naik	V.I.(T)	Level -6	43600/-
17	Shri Savidas Naik	V.I.(T)	Level-6	43600/-
18	Shri Nitin Rawal	V.I.(T)	Level -6	41100/-
19	Shri Sagun Parab	V.I.(T)	Level -6	39900/-
20	Shri Sukldo Gurav	V.I.(T)	Level -6	41100/-
21	Smt. Natasha Fernandes	V.I.(P)	Level -6	39900/-
22	Shri Prashant Sawant	V.I.(T)	Level -6	41100/-
23	Smt. Sandita Ajgaonkar	V.I	28500/- p.m.	28500/-
24	Shri Prasad Sangodkar	V.I	28500/- p.m.	28500/-
25	Shri Akash Sawant	V.I	28500/- p.m.	28500/-
26	Shri Santosh Sawantwadikar	V.I	28500/- p.m.	28500/-
27	Shri Nitin Gawas	V.I	28500/- p.m.	28500/-
28	Shri Hari Gadekar	G.L	First hour @ Rs 200 and subsequent hours @Rs 150	As per lecturers taken
29	Ms. Shabnab Shirodkar	G.L.	First hour @ Rs 200 and subsequent hours @Rs 150	As per lecturers taken
30	Smt. Rini Banaulikar	Head Clerk	Level-6	62200/-
31	Shri Saiprasad Parrikar	P.A	Level -6	44900/-
32	Ms. Sangeeta Gawas	UDC	Level -4	30500/-
33	Shri Vishawaraj Naik	S.K	Level -4	32300/-
34	Shri Anil Dsouza	LDC	Level -2	27600/-
35	M.s Uma Dhargalkar	LDC	Level -2	23800/-
36	Shri Shantilal Nagvekar	M. Supr.	Level -5	46800/-
37	Shri Vasu D. Naik	M. Mech	Level -4	37500/-
38	Shri Masso Pawar	MTS	Level-4	38600/-
39	Shri Prakash Shetkar	MTS	Level -2	26800/-
40	Smt Divya Gawas	MTS	Level -2	27600/-
41	Smt. Tanvi Naik	Sweeper	14200/- p.m.	14200/-
42	Shri Mahendra Tamboskar	Watchman	14200/- p.m.	14200/-

Section 4 (1) (b) (xii)

List of institutions given subsidy

Sr. No.	Name & address of the Institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
	N A					

List of individuals given subsidy

Sr. No.	Name & address of the Beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of times subsidy given in past with purpose
	N A				

Particulars of recipients of concessions, permits or authorization granted by it
Section 4 (1) (b) (xiii)

Sr. No.	Name & address of the Beneficiary	Nature of concession/permit/authorization provided	Purpose for which granted	Scheme and criteria for selection	No. of similar concession given in past with purpose
	Free ships to all Sc/ST, BPL and below 300000/- annual income candidates	Tuition fees waived off for admissions to all ITI Courses	Admissions to all courses during 2019-20	For all such reserved and BPL category candidates admitted for training	Yes for SC/ST candidates
1	PARSHURAM M. PATIL H.N. 41, KHADPAWADO, CUCHELIM, MAPUSA, BARDEZ-GOA				
2	HAMEKSHA D. KALANGUTKAR H.N. 713, DANDOWADA, NERUL BARDEZ-GOA				
3	ANISHA A. TALKAR H.N. 758/8, KILLAN DEVGIM, CHORAO, TISWADI-GOA				
4	SUNNY S. NAIK H.N. 8/14, ABREU WADDO, SALIGAO, BARDEZ-GOA				
5	MANALI D.				

	PEDNEKAR MUDDA VADDO, KHAIRAT, CAMURLIM, BARDEZ-GOA				
6	REESHA R. PEDNEKAR H.N. 306, SALVADOR-DO- MUNDO, BARDEZ- GOA				
7	NAGMA M. HATTIHOLI H.N. 47/2, VIEGAS VADDO, ARPORA, BARDEZ-GOA				
8	ZAKIR H. N. SANADI H.N. 128, LOURDES WADDO, UCASSAIM, BARDEZ-GOA				
9	SACHIN MANE H.N. 96, NEAR NEHA SHOP JAVA, KHORLIM, MAPUSA-GOA				
10	CASMIRO D'SOUZA DHANVA, THIVIM, BARDEZ-GOA				
11	BRENDAN PINTO H.N. 98A/132, SOCORRO VADDEM, PORVORIM, BARDEZ-GOA				
12	ANKUSH P. GAWAS NEAR RASHTROLI TEMPLE, KHORLIM SIM, MAPUSA-GOA				
13	SHUBHAM M. WARANG H.N. 1076/B, MADLEM BHAT, SIOLIM, BARDEZ- GOA				
14	ANIRUDDHA V. CHARI H.N. 152, KARKYACHA WHAL, REVORA, BARDEZ-GOA				
15	SOURABH S. GONDHALI NEAR KB HALL, TARCHI BHATT, SIOLIM, BARDEZ- GOA				
16	YASH B. SAWANT				

	H.N. 41, ASHVE VADDA, MANDREM, PERNEM-GOA				
17	SWAPNIL S. CHANDGADKAR H.N. 4, GRAND MOROD, MAPUSA, BARDEZ-GOA				
18	DAMINI C. RAUL H.N.80,BHARWAN WADDO, CAMURLIM, BARDEZ-GOA				
19	RUKSHATA R. MANDREKAR H.N. 31, SONYE, TUEM, PERNEM- GOA				
20	MANASVI G. GURAV H.N.10, GHADI WADA, CARAPUR, BICHOLIM-GOA				
21	TANVI H. LINGUDKAR H.N. 1135, MAZAL WADDO, ANJUNA, BARDEZ-GOA				
22	KALPESH V. MATKAR H.N. 61-B/5/2, RAMNAGAR, COLVALE, BARDEZ-GOA				
23	JAGANNATH V. KOLVALKAR H.N.328, DABHOLWADA, NEAR DATTA MANDIR, CHAPORA, BARDEZ-GOA				
24	HEMANT P. CHIMULKAR H.N. 462/1, DABHOL WADA, CHAPORA, BARDEZ-GOA				
25	TASMAY D. AROLKAR H.N. 322, MAINA, PILERNE, BARDEZ-GOA				
26	CLARRISA C. PEREIRA H.N. 833/A, DANDADI, NERUL, BARDEZ-GOA				

27	GANGARAM PEDNEKAR H.N. 194, SURBANWADA, PERNEM-GOA				
28	GANESH KAMBLI KHALAP VADDO, CANCA, PARRA, BARDEZ-GOA				
29	VIVEK V. REDKAR H.N. 306, MAZIL WADDO, REVORA, BARDEZ-GOA				
30	SWATI R. PEDNEKAR H.N. 243, SURBAN WADA, PERNEM- GOA				
31	KAVITA P. PEDNEKAR H.N. 9/31, SURBAN WADA, PERNEM- GOA				
32	SUSHANT S. PEDNEKAR H.N. 2/32, SURBAN WADDO, PERNEM- GOA				

Particulars of recipients of concessions, permits or authorization granted by it

Section 4 (1) (b) (xiv)

Information available in an electronic form 15.1 please provide the details of the information related to the various schemes which are available in the electronic format.

<u>Sr. No.</u>	<u>Activities for which electronic data available</u>	<u>Nature of information available</u>	<u>Can it be shared with public</u>	<u>Is it available or is being use as back end data base</u>
	ITI website www.itimapusa.go a.gov.in and Department website www.dsde.goa.go v.in	All training activities, projects, schemes, new proposals, admissions and results of Exams	Yes, it is open for the public and can be browsed on internet	Available

Particulars of facilities available to citizens for obtaining information

Section 4 (1) (b) (xv)

Facilities available for obtaining information

<u>Sr. No.</u>	<u>Facility available</u>	<u>Nature of information</u>	<u>Working hours</u>
Information counter	At office	Training and administrative	10.00 a.m. to 5.30 p.m.
Website	Online	All about ITI activities	Round the clock
Library	For staff & trainees only	Books & periodicals for training references	10.00 a.m. to 5.00 p.m.
Notice board	For staff, trainees & public	All notices, orders, circulars and other information	24 hrs.

Name and designation and other particulars of public information officers

Section 4 (1) (b) (xvi)

List of public information officers

<u>Sr. No.</u>	<u>Designation of the officer designated as PIO</u>	<u>Postal address</u>	<u>Telephone No</u>	<u>E-Mail address</u>	<u>Demarcation of area / activities if more than one PIO is there</u>
1	Ms. Sheetal P. Desai, Principal	Mapusa Govt. ITI, Mapusa Goa	2262637	mapusa-iti.goa@nic.in	For entire institute of Mapusa Govt. ITI

List of assistant public information officers

<u>Sr. No.</u>	<u>Designation of the officer designated as APIO</u>	<u>Postal address</u>	<u>Telephone No</u>	<u>E-Mail address</u>	<u>Demarcation of area / activities if more than one APIO is there</u>
1	Smt. Rini R. Banualikar, H. C.	Mapusa Govt ITI	2262637	mapusa-iti.goa@nic.in	Administrative matters of ITI Mapusa

First appellate authority with in the department

<u>Sr. No.</u>	<u>Designation of the officer designated as First Appellate authority</u>	<u>Postal address</u>	<u>Telephone No</u>	<u>E-Mail address</u>
1	Director of Skill Development & Entrepreneurship, Panaji-Goa	Shrama Shakti Bhavan, Patto Plaza, 3 rd Floor, Panaji – Goa	2437060 2437059 2437314	dir-sdct.goa@nic.in

Other information as may be prescribed

Section 4 (1) (b) (xvii)

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