



Board of Practical Training (Eastern Region)

**An Autonomous body of
Ministry of Human Resource Development
Department of Higher Education
Govt. of India**

RTI MANUAL

Block - EA, Sector-I, Salt Lake City
(Opposite Labony Estate)
Kolkata - 700 064

MANUAL OF “THE RIGHT TO INFORMATION ACT, 2005”

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**BOARD OF PRACTICAL TRAINING
(EASTERN REGION)
(Autonomous Organization under Ministry of Human
Resource Development, Department of Higher Education,
Govt. of India)**

INFORMATION PUBLISHED BY THE BOARD
**UNDER SUB-CLAUSE (i)
OF SECTION 4(1)(b)
OF THE RTI ACT, 2005**

1. Introduction

The objective of this Manual is to give information to the public in accordance with the Right to Information Act 2005. This Manual provides information on the obligations and functions of authorities functioning in the Board of Practical Training, Eastern Region [BOPT(ER)]. This Manual is only indicative. However, for any information on the RTI Act and statutory interpretation, the RTI Act may be referred.

1.2. This Manual will be useful to the intended users such as:

- **Public,**
- **Technical Students,**
- **Technical Institutions,**
- **Other Stakeholders of the National Apprenticeship Training Schemes**

1.3 The information means any material in any form including records, documents, memos, emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models and data material held in any electronic form and information relating to any private body which can be accessed by a public authority.

1.4 The right to information by public will include the right to inspect works, documents, records, to take notes, extracts

or certified copies of documents or records, certified samples of material or to obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.

1.5 **Procedure for seeking information**

- 1.5.1 An application be made in writing or through electronic means in English or Hindi or in the official language of the area, to the Public Information Officer (PIO), specifying the particulars of the information sought for ensuring the period for which information is sought is as per Record Retention Schedule pertaining to substantive/facilitative function of BOPT (ER) available on the website. The application for obtaining information under sub-section (1) of section 6, shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque / Indian Postal Order in favour of Board of Practical Training (ER) payable at Kolkata.
- 1.5.2 For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque / Indian Postal Order in favour of Board of Practical Training (ER), at the following rates:
- (i) rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - (ii) actual charge or cost price of a copy in large size paper;
 - (iii) actual charge or price for samples or models; and
 - (iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

- 1.5.3 For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by postal order or by demand draft or Banker's cheque in favour of Board of Practical Training (ER), at the following rates:
- (i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (ii) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
- 1.5.4 The aforesaid indicated application fees are as prescribed by Government. However, if further fees are required, then the same will be intimated in writing with details of calculation. Applicant can seek review of the decision on fees charged by PIO by applying to the Appellate Authority. No fees will be charged from people living below the poverty line.
- 1.5.5 If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration. The third party is given a chance to make a representation before the PIO within 10 days from the receipt of such notice.
- 1.5.6 The information shall be provided in 30 days from the date of application or in 48 hours from the information concerning the life and liberty of a person. In case the application for information is given to Assistant Public Information Officer (APIO), 5 days shall be added to the above representation. If the interest of a third party is involved then time limit will be 40 days (maximum period plus time given to the third party to make representation). Failure to provide information within the specified period

is deemed refused. No information shall be provided, if it is covered by exemption from disclosure and/or if it infringes copy right of any persons other than the state.

Particulars of Organization, Functions and Duties of the Board

Organization

In pursuance of the recommendations of the Scientific Manpower Committee made about five decades ago, the erstwhile Ministry of Education, Government of India, initiated a ‘Practical Training Stipendiary Scheme’ with the object of providing Practical Training to the fresh Engineering Graduates and Diploma Holders in Engineering. This scheme was directly administered by the Ministry of Education, Government of India at New Delhi, initially under the scheme, the industries/establishments, which took part on a voluntary basis, were requested to share the cost of stipend payable to the Apprentices equally. As the response from the Industries/Establishments to the scheme was quite encouraging and the demand of training from the needy candidates was equally increasing, the scheme was decentralized for administration of the same to its four Regional offices. As the demand for training increased quite alarmingly the Government of India set up four Regional Boards of Practical/Apprenticeship Training at Kolkata, Chennai, Kanpur, and Mumbai in the year 1968 as ‘Autonomous Bodies’ having representations from the industrial associations and organizations, State Government and other professional bodies. Thus the Administration of the scheme was vested with these Boards with the sole object of functioning independently to provide apprenticeship training to the fresh engineering graduates/technician apprentices under the provisions of the Apprentices Act, 1961 as amended in 1973. BOPT (Eastern Region), Kolkata is also registered with the Registrar of Firms, Societies & Non-Trading Corporation, Govt. of West Bengal under the Society Registration Act XXVI of 1961 having Registration No.S/9379 of 1968-1969.

These four Regional Boards are authorised agencies to implement the National Scheme of Apprenticeship Training in their respective

regions. After having set up the Regional Boards, the PTS Scheme was transferred to four Regional Boards, entrusting the direct responsibility and autonomy in the Administration of the Scheme.

Objectives :

- To fulfil/match, any gap, in so far as the practical/ hands on experience of fresh graduate engineers and diploma holders are concerned which they do not acquire during their regular studies under normal practice.
- To establish liaison between the industries and technical institutions to improve the quality of technical education and develop the human resource for the industries.
- To secure facilities for training in different establishments, both Private and Public sector organizations for the products of technical institutions.
- To make selections for placement among the applicants who wish to undergo training.
- To make out programme of training for the trainees in consultations with them and the industries and other agencies concerned.
- To arrange for dissemination of information of various aspects of practical training through lectures, films and other media of communications.
- To award certificates as may be appropriate to those who successfully completed the training course.
- To enhance technical competency to improve confidence level of qualified youth.
- Jurisdiction of Eastern Regional Board - Kolkata :
States: Odisha, Assam, Bihar, Jharkhand, West Bengal, Manipur, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Tripura, Sikkim.
- Union Territories: Andaman & Nicobar Islands.

FUNCTIONS AND DUTIES

The following responsibilities have been entrusted to the Board of Practical Training (Eastern Region) as per the provisions of the Apprentices Act, 1961 as amended in 1973 and thereafter from time to time. The Ministry of Human Resource Development, Govt. of India has the sole authority to modify, change / alter all or any one of the

functions and duties mentioned below :

- a) To establish a permanent liaison between the industry and the technical institutions in the Eastern Region of the country comprising the States of West Bengal, Assam, Bihar, Orissa, Nagaland and also Manipur, Tripura and Andaman & Nicobar Islands.
- b) To provide practical training in the Government and Non-Government establishments to the engineering/technological graduates and diploma holders.
- c) To organize supervision of the Practical Training provided to the trainees through suitable officers to be appointed for the purpose.
- d) To arrange or to affect disbursement of stipends at the rates to be prescribed for the purpose to the trainees.
- e) To create administrative, technical, ministerial and other posts and to make appointment thereto in accordance with the Rules etc.
- f) To acquire by gifts, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Board and to build, construct, improve, alter, demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Board.
- g) To borrow and raise moneys with or without security provided that prior approval in writing of the Government of India is obtained in that behalf.
- h) To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Board for the furtherance of the objects provided that prior approval of the Government of India is obtained in the behalf.
- i) To maintain a Fund in respect of all money received by the Board either as grants in-aid or from any other source.
- j) To meet the expenses of the Board including expenses incurred in the exercise of its powers and discharge of its functions out of the Fund.
- k) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Board.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Part I : General

2. Powers and Duties of Officers and Employees of the Board

Powers and duties of officers and employees working in the Board of Practical Training (Eastern Region) are spelt out in Memorandum of Association and Staff Service Rules of the Board. It is also been referred in Citizen's Charter available on the Board's website (www.bopte.gov.in). As per the above Manual, some of the Important functions, powers and duties of officers and employees of the Board are as follows :

- (1) **BOARD** – The Board is consisted of Chairman nominated by the Minister of HRD, Govt. of India and other Members as representative of State Governments and nominee of other stake holders . The Board is the supreme authority in regards to all matters of policy and administration related to BOPT (ER) and functions independently with the nominee of the Ministry as a member in the Board.
- (2) **CHAIRMAN** – The Chairman is the administrative head of the Board and he presides over the meeting of the Board and is responsible to ensure that the decision taken by the Board are duly implemented.
- (3) **DIRECTOR** – The Director is the Chief Executive Officer of BOPT (ER) and is responsible for the proper administration and functions of the organization. He is also responsible for execution and implementation of the decision taken by the Board in its meeting.
- (4) **DEPUTY DIRECTOR OF TRAINING** – The Deputy Director of Training is entrusted with planning and execution of all policies / strategies in regards to implementation of Apprenticeship Training Schemes under the guidance of the Director / Board. He is responsible for all field functions as well as supervision and

control on training activities as well as disbursement of stipend to the stake holders.

- (5) **ASSISTANT DIRECTOR OF TRAINING** - The Assistant Director of Training is entrusted with planning and execution of all policies / strategies in regards to implementation of Apprenticeship Training Schemes under the guidance of the Director / Board. He is responsible for all field functions as well as supervision and control on training activities as well as disbursement of stipend to the stake holders.
- (6) **ADMINISTRATIVE-CUM-ACCOUNTS OFFICER** – The Administrative-cum-Accounts Officer is responsible to prepare Annual Accounts of the Board. Further, he is responsible to get the annual accounts audited by the CAG, Kolkata subsequent to approval of the BOG/SFC. He is also responsible to conduct and maintain all records pertaining to SFC meeting; to prepare Budget Estimate and Revised Estimate; to act as Grievance Redressal Officer, Hindi Officer, Public Information Officer etc.
- (7) **TECHNICAL ASSISTANTS** – The Technical Assistants are entrusted to deal with handling of all the technical data pertaining to apprenticeship training.
- (8) **OFFICE SUPERINTENDENT** – The Office Superintendent is responsible for overall supervision of work of all secretarial staff, submission of periodical returns to the Ministry in respect of administrative requirement, to ensure proper maintenance of all documents and administrative reports etc.
- (9) **JUNIOR ACCOUNTANT** – The Junior Accountant is entrusted with the responsibility of following accounting process of the Board as applicable / advised from the Ministry.
- (10) **UPPER DIVISION CLERKS** – The duties of UDCs are consisted of two parts one accounting such as assisting the Junior Accountant in following the accounting process and the other assisting the officers of the Secretariat and the Office Superintendent for discharging the administrative/training related functions etc.

- (11) **STENOGRAPHERS** – The Stenographers are entrusted with the responsibility of taking dictation in shorthand and transcribing the same in the best possible manner, ensuring confidentiality in cases of confidential matters etc.
- (12) **LOWER DIVISION CLERKS** – The Lower Division Clerks are entrusted with the work of routine nature such as registration of papers, maintenance of registers , typing, comparing etc.
- (13) **MULTI TASKING STAFF** – The Multi Tasking Staff are entrusted with the work of routine nature such as diary of all incoming documents/letters, supply of files to officers / dealing hands as and when required, record keeping of files and movement of files. Distribution of Incoming Dak to different sections through internal Dak Despatch Register, work related to periodical cleaning of water tanks and other sanitary installations etc.

Part II : Officer on Special Duty (OSD)

In addition to the posts mentioned in Part I, services are obtained as OSD, on purely contractual basis at BOPT (ER) extension centres having its existence in Odisha, Jharkhand, Bihar and Assam. The duties of the OSDs are to identify training places through visits and ensure placement of students as per the eligibility criteria in the establishments / industries located in different States of Eastern Region. The visits are to be performed to identify new establishments, information of which may be obtained from various sources viz. different Chamber of Commerces, CII, local industry centers and any other suitable sources.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (iii)
OF SECTION 4(1)(b) OF THE RTI ACT,2005

3. **Composition of the Board, Meeting, Procedure followed in the decision-making process, responsibility and supervision**

The Memorandum of Association (MoA) of BOPT (ER) under Rules & Regulations defines the composition of the Board of Governors which is chaired by the Chairman of the Board for making any decision.

- **Composition of the Board** : As per Memorandum of Association available on website

- **Meeting**

The Board of Governors meet at regular interval to transact its business. The meeting of the Board can also be convened at any time at the discretion of the Chairman in case of urgent requirement with a short notice.

- **Procedure followed in the decision making process**

Action on routine papers is initiated at the level of Lower Division Clerks / Upper Division Clerks and on important papers, at higher levels e.g. Office Superintendent / Administrative-cum-Accounts Officer / Assistant Director of Training.

LDC/UDC > Office Superintendent > Administrative-cum-Accounts Officer / Assistant director of Training > Deputy Director > Director

Above the level of Director, a case may be disposed of at any one of the following levels depending on its nature-

1. Chairman
2. Board of Governors
3. Ministry of HRD, Govt. of India

Subject to what is stated above, cases related to all matters of training, ministerial, legal, policy, replies to Parliament

Questions, appointment to the Group-C posts are disposed of at the level of Director.

Cases not falling under above categories are disposed of at the level of Chairman / Board of Governors depending upon the nature. Very routine cases are disposed of at lower level also e.g. Deputy Director of Training / Assistant Director of Training or even Technical Assistant.

In matter related to appointment/audit of accounts or other policy decision, the recommendations of the respective sub-committees are obtained and placed for discussion and adoption of suitable resolution before the Board of Governors in the meeting. For some important and time bound matter, resolutions are also obtained through circulation amongst the BOG members.

- **Responsibility**

To provide and monitor practical training under The Apprentices Act, 1961 as amended in 1973 and thereafter from time to time to the freshly passed out Graduate and Diploma Engineers by establishing liaison between the industries and the technical institutions.

- **Supervision**

The functions of BOPT (ER) is supervised by the BOG and the overall supervision is provided by the Central Government.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (iv)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

4. Norms set by the Board for the discharge of its functions

1. The Board implements and monitors the scheme of apprenticeship training for eligible technical students as per the provisions mentioned in "The Apprentices Act 1961 as amended in 1973 and thereafter from time to time. The process of implementation is purely ICT based webportal www.mhrdnates.gov.in.
2. The Board has its own Recruitment Rules (RR) and Service Rules (SSR) for its own organization approved by Central Government. The Board follows the approved RR & SSR and in the matters where no specific rules are defined, the Central Government relevant Rules are applicable.
3. The time limit for disposal of various files depends upon the nature of the cases and the level of disposal and the same is made available for public in general in the Citizen Charter published on the website

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (v)
 OF SECTION 4(1)(b) OF THE RTI ACT, 2005

5. Rules, Regulations, Instructions, Manuals and Records held by the Board used by its employees for discharging its functions as per Records Retention Schedule pertaining to substantive and facilitative functions of BOPT (ER)

Bureau	Rules, Regulations, Instructions, Manuals/ Records used for discharging functions
Administration	<ol style="list-style-type: none"> 1. Central Civil Service (Leave) Rules 2. Central Civil Service (Pension) Rules, 1972 3. Central Civil Service (CCA) Rules, 1965 4. Leave Travelling Concession Rules CCS (LTC) Rules 1988 5. General Provident Fund Rules, 1960 6. Delegation of Financial Powers Rules, 1978 7. General Financial Rules, 2005 8. Manual of Office Procedure 9. Electricity Act, 2003 10. Swamy's TA Rules Made Easy 11. Swamy's Pension Rules Made Easy 12. Swamy's Leave Rules Made Easy 13. Swamy's Master Guide to FR & SR and Service Rules 14. Swamy's Hand Book for Central Govt. Servants 15. Swamy's Complete Manual on Establishment and Administration for Central Govt. Offices. 16. Right to Information Act, 2005
Training	<ol style="list-style-type: none"> 1. The Apprentices Act, 1961 as amended in 1973 and thereafter from time to time. 2. The Apprenticeship Rules, 1992 as amended thereafter

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (vi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

6. **Statement of the categories of documents that are held by the Board or under its control as per Record Retention Schedule pertaining to substantive and facilitative functions of BOPT (ER)**

Bureau	Documents held
Administration	1. All Administrative & Accounts documents
Training	1. All data in digital form or otherwise
IT	1. All IT related documents

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (vii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

7. **Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Department's policy or implementation thereof.**

Matter concerning public or requiring public feedback, are placed on the Board's website from time to time for inviting comments from the public.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (viii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

8. Statement of Boards, Councils, Committees or other Bodies consisting of two or more persons constituted as a part of the Board or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public, as per Record Retention Schedule pertaining to substantive and facilitative functions of BOPT (ER)

Bureau/ Division	Name of the Board/Council/ Committee/Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible for public
Director's Secretariat	1. Board of Governors	NO	YES
Administration	2. Standing Finance Committee 3. Selection Committee 4. Departmental Promotion Committee 5. Audit-cum-Legal Committee. 6. Building & Works Committee 7. Inventory / Writing Off Committee	NO	YES
IT	8. IT-Enabling Committee	YES	YES
Training	9. Career Guidance Program 10. Meet the Apprentice Program 11. Industry-Institute Interactive Programme 12. Industry Meet 13. Principal & TPO Meet 14. Workshop 15. Seminar 16. Job Mela	YES	YES

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (ix)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

9. Directory of Officers and Employees of the Board

**Updated information is available on
www.bopte.gov.in under link**

“who's who”

Sl. No.	Employee Name	Designation	Monthly Remuneration (as on 31/03/2017)	EPBX Extension No.
1	SHRI SYED MOHAMMED EJAZ AHMED	DIRECTOR	1,20,660.00	201
2	SHRI CHATLA RAJA RAO	DY. DIRECTOR	89,194.00	203
3	SHRI KAILASH NATH MISHRA	AAO	66,874.00	205
4	SHRI ARUNAVA CHAKRABORTY	AD-I	89,299.00	101
5	SHRI KAMINEDI CHANDRA MOULI	AD-II	69,361.00	102
6	SHRI SUSHMITA GHOSH	AD-III	67,553.00	103
7	SHRI ANINDYA BHATTACHARYA	SDO	83,255.00	206
8	SHRI DEBSANKAR DUTTA	OS	56,426.00	104

Sl. No.	Employee Name	Designation	Monthly Remuneration (as on 31/03/2017)	EPBX Extension No.
9	SMT. DIPA BISWAS	J.ACCT	48,566.00	207
10	SHRI CHIRANJIB CHAKRABORTY	PA TO DIRECTOR	45,999.00	202
11	SHRI SOMJIT BANERJEE	ANALYST	43,877.00	108
12	SHRI ARUN KUMAR MUKHERJEE	UDC	45,659.00	207
13	SHRI RITESH KUMAR SINGH	ASST. (HINDI)	37,274.00	105
14	MISS NAMRATA KUMARI	STENO GR-III	32,977.00	207
15	MISS PUJA SONI	UDC	32,977.00	109
16	SHRI ASHIM GHOSH	STENO GR-III	31,274.00	202
17	SHRI SHRIKANT KUMAR	UDC	31,499.00	311
18	SHRI PARTHA BASAK	UDC	36,724.00	107
19	SHRI DUKHA HARAN PRAMANIK	STENO GR-III	51,003.00	120
20	SHRI SATYA BRATA MANNA	UDC	36,829.00	112
21	SHRI SUCHAND DUTTA	UDC	36,750.00	107

Sl. No.	Employee Name	Designation	Monthly Remuneration (as on 31/03/2017)	EPBX Extension No.
22	SHRI AMIT KUMAR DEY	LDC	25,653.00	207
23	SHRI KALYAN SARDAR	LDC	25,653.00	114
24	SHRI ABHIJIT CHAKRABORTY	LDC	25,653.00	115
25	SHRI ABHIJIT DUTTA	LDC	25,653.00	111
26	SHRI AMIR KHUSRU	LDC	23,557.00	311
27	SHRI SUBRATA MUKHERJEE	LDC	23,557.00	122
28	SHRI SAJAL OJHA	LDC	23,557.00	-
29	SHRI SAMIR KUMAR DAS	MTS	36,159.00	-
30	SHRI KAMAL KUMAR BAICHI	MTS	39,135.00	111
31	SHRI CHANDRIKA PASWAN	MTS	36,009.00	-
32	SMT. SWAPNA DUTTA	MTS	32,218.00	-
33	SHRI PALAN CHANDRA MAL	MTS	32,308.00	-
34	SHRI SWAPAN KUMAR DIKSHIT	MTS	36,219.00	-
35	SHRI PANCHANAN DAS	MTS	21,551.00	202

Please dial 033-2337 0750 / 51 and then the desired extension EPBX phone number.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (x)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

10. Monthly remuneration received by each of Board's Officers and Employees

**Updated information is available on
www.bopter.gov.in under link
"who's who"**

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

- 11. Budget allocated to the Board by the Ministry of HRD, Govt. of India**

**Updated information is available on www.bopter.gov.in under link
"Budget Allocated"**

F.Y. 2017-18

(Rs. in Lakhs)

Establishment	Stipend	Total
500.00	1500.00	2000.00

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Sl. No.	Organization	Name of the Subsidy Programme	Amount allocated basis	Manner of Execution	Beneficiaries
1.	Board of Practical Training (Eastern Region)	Apprenticeship Training Scheme	On monthly basis	Disbursement of stipend to the training Establishment against the apprentices undergoing / undergone Apprenticeship Training under the provision of the Apprentices Act, 1961 as amended in 1973 and thereafter from time to time.	Freshly qualified Graduates & Diploma holders in Engineering & Technology in 13 States under its jurisdiction.

**B O A R D OF PRACTICAL TRAINING
(EASTERN REGION)
(Autonomous Organization under Ministry of
Human Resource Development, Department of
Higher Education, Govt. of India)**
INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xiii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

13. Particulars of recipients of concessions, permits or authorizations granted by the Department [Refer Vendor list on www.bopter.gov.in]

Sl. No.	Bureau/ Division	Type of Concession/ Permits/Authorizations granted	Particulars of Recipients of the Concession/ Permits Authorizations
1.	Administration Division	1. Repair & Maintenance of Staff Cars	Any authorized service provider
		2. Hiring of Vehicles for Official Use	Gujral Distributors, Kolkata
		3. Maintenance of Aquaguards	Alex Home Appliances, Kolkata
		4. Security Services	Indian Ex-Service League, Kolkata
		5. Maintenance of Telephones	Calcutta Telephone
		6. AMC of EPBAX Systems	Alpha Telekom, Kolkata
		7. AMC for Fax Machines	Ciciko Office Machine Pvt.Ltd., Kolkata
		8. AMC of Computers, Printers etc	a) Computer, Printers & Peripherals – M/s. Fast Tech Technologies Services Pvt. Ltd., Kolkata b) ERP Solution–M/s. Alphalinx Technologies Ltd., Chennai

Sl. No.	Bureau/ Division	Type of Concession/Permits/ Authorizations granted	Particulars of Recipients of the Concession/ Permits Authorizations
		9. AMC of ACs, Coolers and Water Coolers	ICSU Enterprise, Kolkata
		10. Procurement of Toner, Printer Cartridge/Stationery	Through-GeM
		11. Procurement of Photocopy paper	Through annual tendering process amongst the eligible registered vendors.
		12. Pest Control Service	Unique Solution & Service Pvt.Ltd., Kolkata
		13. Manpower Service	Orion Edutech, Kolkata
		14 AMC of Franking Machine	M/s Pitney Bowes (P) Ltd., Kolkata
		15. Audit Services	M/s SPSA & Company.
		16. AMC for Xerox Machines	M/s M.S.K. Solutions, Kolkata

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xiv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

14. Details in respect of the information, available to or held by the Board, reduced in an electronic form

Training related data is available in e-form on
www.mhrdnats.gov.in

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xv)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

- 15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**
- A. An Information and Facilitation Desk (IFD) of the Board** is functional at Entrance of the office premises at Block-EA, Sector-I (Opposite Labony Estate), Salt Lake City, Kolkata-700064. Working Hours of the Counter are from 9.30 AM to 5.30 PM on all working days.
- B. The Facilitation Counter provides, inter alia, the following services to citizens/clients/customers :**
- (1) Information regarding services provided and programmes schemes etc. conducted by the Board.
 - (2) Receiving and acknowledging applications/appeals submitted under RTI Act, 2005.
- C. A National webportal www.mhrdnats.gov.in is functional for all stakeholders to conduct seamless e-transaction of business.**
- D. The Board does not have any library or reading room or its own guest house/guest room in its building premises for public use.**

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xvi)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

- 16. NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER(S) (CPIOs) and APPELLATE AUTHORITIES**
(Updated information is available on www.bopter.gov.in under RTI)
1. Shri Debsankar Dutta, Assistant Public Information Officer Board of Practical Training (Eastern Region) Block-EA, Sector-I, (Opp. Labony Estate) Salt Lake, Kolkata-700064.
 2. Shri Arunava Chakraborty, Chief Public Information Officer Board of Practical Training (Eastern Region) Block-EA, Sector-I, (Opp. Labony Estate) Salt Lake, Kolkata-700064.
 3. Shri S.M. Ejaz Ahmed, Appellate Authority Board of Practical Training (Eastern Region) Block-EA, Sector-I, (Opp. Labony Estate) Salt Lake, Kolkata-700064.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xvii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

17. Such other information as may be prescribed

1. Annual Report of BOPT (ER), Kolkata for last 3 years are available under the link Annual Report on www.bopter.gov.in.

INFORMATION PUBLISHED BY THE BOARD
UNDER SUB-CLAUSE (xviii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

18. Particulars of the facilities available to citizens for obtaining information and for Redressal of Grievances.

(i) **Citizens' Charter**

Citizens' Charter of BOPT(ER) containing all information to facilitate the citizens for obtaining information and for redressal of grievances is available on its website www.bopter.gov.in.

(ii) **Grievance Cell**

There is well established grievance redressal machinery in BOPT(ER). Shri Kailash Nath Mishra, Administrative-cum-Accounts Officer has been designated as Public Grievance Officer of BOPT(ER).

(iii) **Complaint Committee to enquire into the complains of sexual harassments of the working women in BOPT(ER)**

A Complaint Committee has been constituted to inquire into the complaints of sexual harassments of the working women met against Officers/Officials working in BOPT(ER). Smt. Sushmita Ghosh, Assistant Director is the Chairperson of this Committee.

Application Form for seeking information under Right to Information Act, 2005

(To be submitted in duplicate by the applicant at the Central Registry Office) of the Board of Practical Training (ER), Block – EA, Sector – I, Salt Lake City, Kolkata - 700064 or By Post)

1. (a) Name and address of the applicant :
(b) E-mail address:
(c) Phone/Fax. No. :
2. Citizenship (with Proof)
3. Category (BPL/General) :
(For BPL category Fee is exempted, but BPL card copy should be attached)
4. Subject matter :
5. Details of information requested: (in 50-60 words) :
6. Period to which the information relates : (Maximum period in each application should not exceed three years) :
7. Fee enclosed (in cash to be deposited personally / IPO / DD / Banker's Cheque favouring Board of Practical Training, Kolkata) :
8. How the applicant would like his information : To be sent (please tick)
 - a By post
 - b To be collected personally
 - c By e-mail
 - d By fax

Signature of the applicant