

Board of Apprenticeship Training (Northern Region)

Kanpur

Suo Moto Disclosures/RTI Manuals

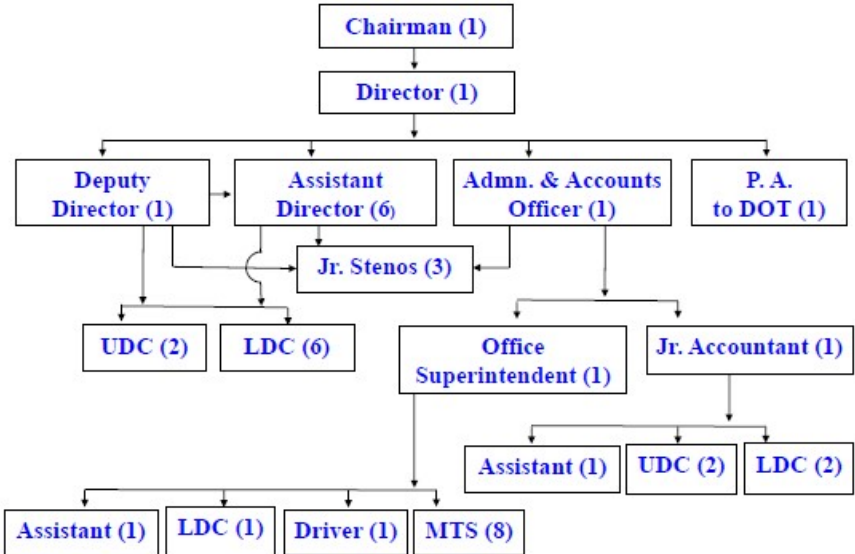
(Updated as on 23.09.2024)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

As such the mandatory disclosures pertaining to this Board are as under:

Sr.No.	Details of Disclosure	Organization information
1	Organization and Function	
1.1	Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]	
1.1.1	Name and address of the Organization	Board of Apprenticeship Training (Northern Region), Kanpur 16/1-A, Lakhanpur, Kanpur, Uttar Pradesh-208024 http://boatnr.org/
1.1.2	Head of the organization	Shri Sunil Kumar Mehta, Director Board of Apprenticeship Training (Northern Region), Kanpur
1.1.3	Vision, Mission and Key objectives	1) The object of the Apprenticeship Training Scheme is to organize practical training for graduates and diploma holders in engineering & technology to equip them with practical experience for gainful employment. 2) To implement the provisions of the Apprentices Act 1961, so far as they relate to the training of graduate and technician apprentices in exercise of the powers conferred on the Board under the Act and within the limits specified in it. 3) To advise Apprenticeship Adviser and Central Apprenticeship Council on amendment of existing rules under the Act. 4) To create administrative, technical, ministerial and other posts to ensure proper and satisfactory performances and to make appointments to the posts in accordance with Staff Service Rules and recruitment rules as approved by the Board and the Government of India
1.1.4	Function and duties	Functions & Duties of BOAT (NR), Kanpur are detailed below (http://boatnr.org/aboutus.php): 1. To establish a permanent liaison between technical institutions and the industry in the Northern Region, comprising of the states of Haryana, Himachal Pradesh, Punjab, Rajasthan, Uttarakhand, Uttar Pradesh, National Capital Territory of Delhi, Union Territories of Chandigarh, Jammu & Kashmir and Ladakh. 2. To secure facilities for training in different establishments i.e. Government, Private and Public Sector Organizations for the products of Technical & Vocational Institutions. 3. To make selections for placement from amongst the applicants who wish to undergo training. 4. To make programme of training for trainees in consultation with them

		and the industry and other agencies concerned. 5. To supervise the training so arranged with the help of officers employed by the Board for the purpose. 6. To provide advisory service in the area of practical training to technical institutions, the industry and other agencies, requiring the same. 7. To undertake documentation of literature of various aspects of practical training. 8. To arrange for dissemination of information on various aspects of practical training through lectures, films and other media of communications. 9. To award certificates as may be appropriate to those who successfully complete the training course. 10. To institute and award stipends, scholarships, fellowships, prizes and medals in accordance with the Rules and Bye-laws. 11. To disburse stipend for the trainees and make such other payments as agreed upon by the Govt. of India from time to time. 12. To print and publish pamphlets, magazines and periodicals and issue advertisements that may be desirable for promotion of the objectives of the society. 13. To fix and demand such fees and other charges as may be laid down in the bye-laws made under the rules of society. 14. To levy and collect such charges as may be appropriate in respect of technical advice and services rendered to the various agencies by the society under the terms and conditions that may be laid down by the society. 15. To implement the provisions of Apprentices Act 1961 so far as they relate to the training of Graduate and Technician (Diploma Engg.) apprentices in exercise of powers conferred on the Board under the Act and within the limits specified in it. 16. To advise Apprenticeship Adviser and Central Apprenticeship Council for amendment of existing Rules under the Act. 17. To create Administrative, Technical, Ministerial and other posts to ensure proper and satisfactory performance and to make appointments to the posts in accordance with Staff Service Rules and Recruitment Rules as approved by the Board and the Government of India. 18. To do all such other acts, deeds and things as are conducive to the attainment of the above objectives or any of them.
1.1.5	Organizational Chart/Structure	It is available at: http://boatnr.org/upload/upload_others_documents/organisation_chart.pdf Ministry of Education, ↓ Department of Higher Education ↓ Board of Governors ↓

		 <pre> graph TD Chairman["Chairman (1)"] --> Director["Director (1)"] Director --> DeputyDirector["Deputy Director (1)"] Director --> AssistantDirector["Assistant Director (6)"] Director --> AdminAccounts["Admn. & Accounts Officer (1)"] Director --> PA["P. A. to DOT (1)"] DeputyDirector --> UDC2["UDC (2)"] DeputyDirector --> LDC6["LDC (6)"] AssistantDirector --> JrStenos["Jr. Stenos (3)"] AdminAccounts --> OfficeSuperintendent["Office Superintendent (1)"] AdminAccounts --> JrAccountant["Jr. Accountant (1)"] OfficeSuperintendent --> Assistant1["Assistant (1)"] OfficeSuperintendent --> UDC2_2["UDC (2)"] OfficeSuperintendent --> LDC2_2["LDC (2)"] JrAccountant --> Assistant1_2["Assistant (1)"] JrAccountant --> UDC2_3["UDC (2)"] JrAccountant --> LDC2_3["LDC (2)"] Assistant1 --> Assistant1_3["Assistant (1)"] LDC6 --> LDC1["LDC (1)"] Driver["Driver (1)"] MTS["MTS (8)"] </pre>
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.	Practical training is a powerful instrument for the development of technical manpower resources in a country. The aim of apprenticeship training scheme is to develop practical skills among the trainees by imparting “on-the-job” training for their better employability. Thus a systematic method of meeting the requirement of trained technical manpower attained importance; more due to fast technological changes. Therefore, a system by which an employer undertakes, in advance by contract, to train a person who possesses basic minimum qualification, systematically for a stipulated duration, came into existence. Thus, the apprenticeship programme was, for the first time, introduced in India in 1950 on the recommendation of the Scientific Manpower Committee of the Government of India. The scheme was then known as Practical Training Stipendiary Scheme and operated by the Ministry of Education, Government of India. In 1953-54 the scheme was transferred to the four Regional Offices of the Ministry of Education, Government of India. The scheme remained with the Regional Offices for the next 15 years. THE APPRENTICES ACT, 1961, was enacted in December, 1961, to make it statutory obligation for each and every establishment in Government, Public and Private Sector to engage Trade Apprentices for certain specified period and imparting training to the apprentices. In 1962, the Government also brought out The Apprentices Rules. The scope of the scheme was enormously increased by 1969-70 for the purpose of providing industrial training to engineering graduates and diploma holders. In the year 1969, the Ministry of Education & Culture, Government of India, set up Boards of Apprenticeship Training (BOATs)/ Board of Practical Training (BOPT), in four regions of the country as follows:- Eastern Region-Kolkata Northern Region-Kanpur Southern Region-Chennai Western Region-Mumbai The National Policy for Education approved by Parliament in 1968 laid

		down that practical training in industry should form an integral part of technical education. Subsequent to this, The Apprentices Act was amended in 1973 in which Degree and Diploma Engineers as well as the students pursuing education in Degree and Diploma courses in engineering under ‘sandwich pattern’ were brought under the purview of the Apprenticeship Training Scheme. This amendment came into force in 1975 and this amendment also authorised the Regional Boards to implement National Apprenticeship Training Scheme in their respective regions. At present 162 subject fields have been designated by the Central Apprenticeship Council (CAC) for imparting apprenticeship training to degree and diploma holders of engineering and technology as well as General Stream Graduates such as B.A, B.Com, B.Sc, etc. A list of Chairpersons is given here: http://boatnr.org/upload/upload_others_documents/List_of_chairman.pdf; A list of Directors is given here: http://boatnr.org/upload/upload_others_documents/List%20of_Director.pdf The History: http://boatnr.org/history.php The Govt. of India, Ministry of Education and Youth Services had approved the recommendations & agreed to setup BoAT (NR) also as an autonomous organization to interact with various associations, State Government Department, Central Govt. Department and the technical institutions. Thus, the Board of Apprenticeship Training was established on 15.04.1972 with its secretariat consisting of Director of Training and other field officers to implement the programme and supervise practical training for which the Govt. of India agreed to approve suitable financial assistance for the setting up & running of the Board. It was recommended that the Head quarter of the Board would be at Kanpur with close collaboration with Northern Regional Office of the Ministry. On the recommendation of the Chairman, Northern Regional Committee, the Ministry of Education and Youth Services, New Delhi nominated Shri Padampat Singhanian, J.K. Group of Industries, Kanpur to be the Chairman of the Board. Shri Padampat Singhanian had kindly agreed to accept the Chairmanship of the Board. The functions and the constitution of the Board was discussed and approved in the first meeting of the Board held on 19.06.1969 at item No.2 of its first agenda. The Memorandum of Association and Rules and Regulations of the Board was discussed at Item No.4 of the agenda of the first meeting of the Board with certain amendments which was approved by the Chairman of the Board. Various financial provisions made by the Ministry for establishment and function of the Board was considered. Shri D.S. Dhingra selected by the duly constituted Committee and approved by the Govt. of India, joined as Director of Training in BoAT (NR), Kanpur w.e.f. 28.05.1970. When the Practical Training Stipend Scheme 1969-70 was undertaken by the Board 950 graduate & 1150 diploma holders had undertaken training in about 800 training
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		establishments. By end of December 1970, the total number of training seats confirmed for placement of training under PTS Scheme in Northern Region was 2915 (1437 Graduate & 1478 Diploma holders). Subsequently, the secretariat of the Board was made functional by appointing two Training Officers, Shri C.P. Singh & Shri P.N. Roy who joined on 08.01.1971 and 21.01.1971 respectively with other subordinate staff. Certain amendment were proposed and made in Rules and Regulations of the Board regarding operation of Bank account. The office of the Board was initially setup at 6-7/21 Sarvodaya Nagar, Kanpur in a rented building on monthly rent of Rs.600/- per month w.e.f. 05.02.1971. As on 10.07.1971 the total number of seats procured was 3210 in various training establishments. At that time, funds for reimbursement of stipend to training establishment were maintained by the Northern Regional office of Ministry at Kanpur. Draft bills for stipend in respect of each of trainees were prepared by the Board every quarter and send to Regional Office. The Regional Office was preparing the final bill presenting to the treasury to obtain RTR and was sending to same to various establishments as reimbursement every month. Memorandum of Association and Rules and Regulation of the Board as approved at item No.4 of the first meeting of the Board was forwarded to the Registrar of Societies for registration of the Board as a Society under the Registration of Societies Act 1860 after recasting the same in the prescribed manner and with full information as required under the Act and after approval of the Board. With the approval of the Chairman, M/s Sudh Bans & Co. Chartered Accountant of Kanpur was appointed as Auditor for Establishment Accounts of the Board. With the approval of the Chairman, the first audit of the Board was carried out for the financial year 1970-71. Staff Service Rules was proposed at Item No. 3.20 of its 3rd meeting of the Board held on 06.08.1971 and decided to get the same vetted by the Govt. of India. In response to letter No.F.3-13/71-T.3 dated 06.10.1971 from Dr. L.S. Chandrakant, Educational Adviser (T), Govt. of India, Ministry of Education & Social Welfare, New Delhi the Director of the Board proposed amendment for extension of Apprentices Act 1961 to cover the training of Graduate and Diploma holders in Engineering/Technology vide Board's letter No.BT/BM-6/14896 dated 05.11.1971 alongwith revised administrative setup in Northern Region. The Registrar registered Board of Apprenticeship Training (Northern Region), Kanpur as a Society under the registration of Societies Act No.21 of 1860 with effect from 21.07.1972 vide certificate No.1684-1-23995 dated 22.07.1972 of Registrar of Societies, Uttar Pradesh, Lucknow. Later this office was shifted in a rented building at the address 117-l/440, Kakadeo,Kanpur in December 1980.
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		To Implement the Apprenticeship training scheme more effectively earlier two extension Centers were opened at Chandigarh & Jodhpur who started functioning w.e.f. 01.04.1992. The Chandigarh Centre was later shifted to Faridabad at YMCA and started functioning w.e.f. 16.02.1994 which was finally shifted to Rohtak. In 2000 due to some administrative problem both the centers were closed. Again in 2014, two new Extensions Centers have been opened at Delhi and Jaipur with head office at Kanpur. The Apprentices amendment Act 1973 was passed by both the houses of Parliaments after assent of the President of India on 07.06.1973. The Central Government appointed the 01.12.1974 as the date on which apprentices (amendment) Act 1973 shall come into force. The actual implementations of the various provisions of the act were to be undertaken after the rules under the act are notified. The contributory Provident Fund Scheme was not approved by the Ministry and the introduction of General Provident Fund cum Pension-cum-Gratuity scheme for the employees of the Board was approved by the Govt. of India, Ministry of Education and S.W. New Delhi vide their letter No.F.7-9/71- T.3 dated 16.12.1974. The Staff Service Rules of Board of Apprenticeship Training was approved by the Ministry of Education vide their letter No.F.7-4/74-T.e dated 15.04.1975. The Board approved the Staff Service Rules at Item No.8.14 of 8th Meeting held on 22.04.1975. Apprenticeship Rules: The Government of India after consulting the Central Apprenticeship Council makes Rules for carrying out the provisions of the Act. Accordingly, the Apprenticeship [Second Amendment] Rules-1975 were notified vide GSR-297(E) published in Gazette of India, Extra-ordinary Part-II Section-3 Sub Section(i) dated 27th May, 1975 mainly to cover the inclusion of Graduate and Technician (Diploma- holder) Apprentices under the Act. Retirement Benefit Rules These rules were finalized by Ministry of Education as reported at Item No.8.15 of the Agenda of 8th Meeting of the Board. Staff Service Rules: As reported at Item No.8.14 of 8th Meeting of the Board held on 22nd April, 1975 ,Staff Service Rules were approved by the Ministry of Education and Social Welfare, New Delhi vide their letter No.F.7-4/74-T.3 dated 15.04.1975, which were amended from time to time. Recruitment Rules of the Board : The Ministry of Education & Social Welfare, New Delhi vide their letter No.F.7-9/73-T.3 dated 08th July, 1975 had approved Recruitment Rules for the staff of the Board. Amendment of Memorandum of Association and Rules & Regulation
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		of the Board: As reported at Item No.12.6 of 12th Meeting of the Board held on 23.01.1979 certain amendment were approved by the Board including amendment of Rules 43 (ix), as below: “To create administrative, technical, ministerial and other posts under the Board within the total budget approved by the Central Government and to make appointments thereto in accordance with the Rules.” Change in designation for the post of Training Officer as Assistant Director. The proposal for change in designation of Training Officer to the post of Assistant Director in the Board was approved by the Ministry vide letter No.G.11013/1/77-T.3 dated 24.01.1981 and subsequently approved by the Board at Item No.14.25 of fourteenth meeting of the Board held on 20.08.1981. Implementation of Special Vocationalised Education Training Scheme As reported at Item 18.7 of 18th Meeting of the Board held on 07.06.1984, the Govt. of India desired that 100 training places be provided in Delhi under Specialised Vocationalised Training Scheme for the students passed out during the years 1979-1983 from Delhi Administration in various subject fields. These students were placed who joined training 15.05.1984. However, the Board desired where the scheme should be continued for the year 1984-1985. As per information received from Ministry of Education, New Delhi, this scheme was continued in 1984-1985 with representative of State Council of Vocational Education, Delhi alongwith DTE Delhi and representative of the BOAT (NR), Kanpur. Amendment of Apprentices Act-1961 The Apprentices Act-1961 which covered the training of trade apprentices (I.T.I. level), was amended by the Apprentices (Amendment) Act-1973 to cover the training of Graduate and Technician Apprentices has been further amended by Apprentices (Amendment) Act-1986 (No.41 of 1986) to provide for training of products of 10+2 Vocational Education. The Apprentices (Amendment) Act 1986 was published in Gazette of India dated 09.09.1986. Later the private sector organizations was also included. After the Amended Apprenticeship Rules 1962 to cover the training Technician (Vocational) Apprentices were notified by the Govt. of India, the BoAT (NR) started its implementation. Notification of subject fields in Engineering and Technology as Designated Trades In the first instance, 57 subject fields in Engineering /Technology were notified vide GSR No. 462 (E) in Gazettee of India extra-ordinary Part-II Section-3 Sub Section (i) dated 25th August, 1975, as designated trades for the purpose of the Apprentices Act. From time to time notification has been received for inclusion of subject
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		fields of Engineering/Technology for the purpose of Apprenticeship Training under the Act. Now which is at present 163 for Degree & Diploma and 137 for Vocational apprentices. Now w.e.f. 21.09.17, the monitoring and implementation of Apprenticeship training scheme regarding technician(vocational) Apprentices has been transferred to Ministry of skill development and Entrepreneurship.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	The power & duties of officers (administrative, financial and judicial) and other employees are detailed below: 1) Director: A. As the Chief Executive and Secretary to the Board of Apprenticeship Training, he is responsible for proper administration of its functions and is answerable for overall performance of the Secretariat. B. To implement all field functions assigned under the Apprentices (Amendment) Act, 1973 relating to the training of graduate/technician apprentices in all the Establishments in their respective Regions. Some of these important functions are given as under: 1. To conduct survey for assessing the training facilities for the training of Graduate/Technician apprentices. 2. To register and terminate contracts of Apprenticeship Training. 3. To approve the applications for novation and other changes in the contract of Apprenticeship as prescribed. 4. To determine the number of graduate/technician apprentices to be engaged by an establishment. 5. To issue notices in writing to the employers requiring them to engage the prescribed number of graduate/technician apprentices. 6. To approve the programme of Apprenticeship Training arranged by the employer. 7. To visit apprentices with a view of testing their work and ascertain that the Apprenticeship Training is being imparted in accordance with the approved program. 8. To enter, inspect and examine and registers, records or other documents maintained by the establishment in accordance with the Act to ascertain whether the Act and Rules are being observed in the establishment. 9. To approve the working of overtime by apprentice if it is in the interest of apprentice or in public interest. 10. To ensure timely submission of the prescribed records and returns by the establishments. 11. To consider and if deemed fit to revise period or remuneration mentioned in the contract of apprenticeship wherein there is a condition that after the completion of apprenticeship the apprentice is bound to serve the Employer for such period and on such remuneration. 12. To verify that the employer has reserved for training places for the Schedule Caste and Scheduled Tribes. 13. To specify the period for release from apprenticeship training to receive related instructions in the case of graduate or technician apprentice during the course in a technical institution. 14. To decide any dispute between an employer and any apprentice

		arising out of the contract of apprenticeship. 15. To make recommendations to the Central Apprenticeship Adviser regarding the extension of training period beyond one year upto a maximum of two years. 16. To obtain approval of Central Apprenticeship Adviser regarding the period of practical training in the case of Sandwich courses. 17. To prescribe the proforma for record of work during apprenticeship training. 18. To make reimbursement to the employer of share of stipend paid to the apprentices. 19. To decide continuance of payment of stipend or otherwise in the case of apprentices whose training is reported to be unsatisfactory. C. To maintain liaison with the Directors of Technical Education, Head of Technical Institutions and Industries in the Region for the development of Apprenticeship Training Program of Graduate/Technician apprentices. 2) Deputy Director: To assist the Director of the Board in performing the following duties: A. As Dy. Director, he shall be responsible to carry out all activities for monitoring and implementation of The Apprentices (Amendment) Act, 1973 & 1986 in different establishments in his region. He will be responsible for maintenance of all records related to establishments in a computerized system. B. He shall be responsible to maintain continuous liaison with the Directorate of Technical Education/Vocational Education of different states and maintain all relevant records in respect of such institutions in a computerized environment. C. To implement all field functions assigned under The Apprentices (Amendment) Act, 1973 & 1986 relating to the training of graduate/technician/technician (vocational) apprentices in all the establishments under his allotted states. Some of such important duties to be performed are given as under: 1. To secure facilities for training in different establishments, both private sector and public sector for short-term and long-term training in Industries; 2. To make out programme of training for the trainees in consultation with them and the industry and other agencies concerned; 3. To take appropriate action for organizing Centralized Selection and other Quality Improvement Programs such as Career Guidance Program, Entrepreneurship Development Program, Meet the Apprentices Program and Supervisory Development Program etc. 4. To organize and conduct Seminar, Workshop & Group Meetings etc. in different states for improvement and publicity of the apprenticeship program. 5. To supervise the training program so arranged through extensive visits and inspection of records held by the training establishments; 6. To undertake documentation of Literature on various aspects of Practical Training; 7. To arrange for dissemination of information in various aspects of practical training through lectures, films and other media of communications;
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		8. To assist the Board in conducting survey for assessing training facilities, for registration, novation and termination of contract of apprenticeship training, approval of the training program, testing the competency level of the apprentices etc.: 9. To exercise supervision and control on the stipendiary bills submitted by the training establishments; 10. To periodically review the progress reports submitted by the establishment for the trainees placed with them; D. To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees. E. To supervise IT Section so as to provide ICT support to all the sections of the Board for discharging their functions in a computerized environment. F. To perform such other functions as may be assigned by the Director. 3) Assistant Director: A) To assist the Director, Board of Apprenticeship Training in performing the following duties: 1. To secure facilities for training in different establishments, both private sector and public sector for short term and long-term training in Industries. 2. To make out program of training for the trainees in consultation with them and the industry and other agencies concerned. 3. To supervise the training so arranged. 4. To undertake documentation of literature on various aspects of practical training. 5. To arrange for dissemination of literature on various aspects of practical training. 6. To print and publish pamphlets, magazine and periodical or issue advertisements that may be desirable for the promotion of the objective of the society; 7. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc. under the Government of India Practical Training Stipends Scheme. 8. To periodically review the progress reports submitted by the establishments for the trainees placed with them. B) To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees. C) To perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973. 4) Administrative cum Accounts Officer: A. He shall be responsible for assisting the Director in smooth conduct of the administration and accounts section activities. Some of his important duties are given as under: 1. To prepare Annual Accounts of the Board as per prescribed format for placing before the BOG/FC for approval and onward liaison with the agencies appointed by the Board for conducting audit. 2. To maintain all the records relevant to the Accounts & Administration through computerized system so as to furnish different statistical
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		reports as desired by the Board/Ministry within the stipulated time. 3. To conduct and maintain all records pertaining to FC meeting. 4. To act as a Member Secretary for conducting Departmental Promotion Committee's meeting to consider various administrative issues for Group-C posts. 5. To plan, prepare and furnish Annual Zero-based budgeting, Plan Period budgeting and Quarterly grants requisition for onward submission to the Ministry. 6. To prepare Budget Estimate and Revised Estimate as per schedule prescribed by the Ministry. 7. To plan and execute monthly expenditure under different accounts head for efficient utilization of funds and to furnish quarterly unspent balance report. 8. To supervise procurement of all assets including under capital expenditure sub-heads. To maintain all records pertaining to assets through computerized system. 9. To act as a member secretary for Writing Off Sub-Committee of the Board and to conduct periodical meeting of the said Sub-Committee as and when required. To plan and execute disposal of obsolete items of the Board. 10. To act as a Grievance Redressal Officer. 11. To initiate action at appropriate time for recruitment of Group-B Officers and Group-C staff members to fill-up the vacancies from time to time. 12. To act as Hindi Officer and implement all statutory provisions under Rajbhasha Act. 13. To act as fund manager of all long-term deposits of Board and plan and execute investment pattern. 14. To exercise supervision and control on the preparation of stipendiary bills, and maintenance of related accounts including refunds, recovery etc., under the Govt. of India Apprentice Training Stipend Scheme: B. To perform such other functions as may be assigned by Director from time to time. 5) Office Superintendent: A) His duties are to assist the Director in: 1. Overall supervision of work of all secretarial staff of the secretariat of the Board, through even distribution of work amongst staff, proper assistance and guidance to them. 2. Ensuring prompt disposal of Secretarial work through timely replies to correspondences, processing of cases, preparation of statement, returns etc. 3. Preparing all papers, returns etc. connected with Board meetings and periodical returns to the Ministry and its Regional Office. B) His other duties are: 1. To co-ordinate work of all assistants, and dealing hands, 2. To ensure maintenance of all correspondences in classified files and consultation of them before disposing cases, 3. To ensure proper maintenance of all diaries, registers, secret and confidential reports, and papers, personal files of officers and staff, Office Orders etc. 4. To ensure maintenance of discipline and order in the office, 5. To keep the office neat and tidy.
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		6) Sr. Stenographer: A. He shall be responsible for all the functions of the Director's Secretariat. Some of his duties are given under: - 1. To coordinate all activities related to the work of the Director in his Secretariat as well as his outstation duties. 2. To coordinate all activities related to organizing meeting in the Director's Secretariat. 3. To maintain all files related to correspondences, reports, recruitment etc. such as Minutes Book, Registers, Secret and Confidential Reports and other files/folders pertaining to Director's Secretariat in a confidential and secured manner. 4. To coordinate all correspondences incoming and outgoing from the Director's Secretariat on time. 5. To prepare all documents connected with different meetings held in the Director's Secretariat such as Board Meetings, SFC Meetings and other Sub-Committee Meetings including Seminar, Workshop etc. B. To perform such other functions may be assigned by Director from time to time.
1.2.2	Power and duties of other employees	Power and duties of other employees are detailed below: 7) Junior Accountant: 1. Preparation of budget estimates on stipend and establishment funds, 2. Maintenance of all records, checking of cash and other ledgers etc. in connection with establishment fund by using them for writing, 3. Maintenance of records on outstanding statement of accounts and pay rolls, and corresponding with establishment for settlement of accounts, 4. Preparation of statistical data and returns on stipend and establishment funds. 8) Assistant: A. He shall be responsible to assist Dy. Director and Assistant Directors in all activities of the training section. Some of his important duties are given as under: - 1. To coordinate all activities related to training in his section as group leader such as obtaining out-turn figures from institutions, dispatching blank application forms, reviewing completed forms, classifying and preserving them, issuing calls for interview etc. and keeping all records pertaining to the students, institutes in the computerized system. 2. To maintain an updated information related to training establishments in computerized system as well as office filing system in hard copy such as procurement of training seats, on-roll position of the apprentices, notification/re-notification details etc. 3. He will be responsible to coordinate all activities with Upper Division Clerks and Lower Division Clerks in his section such as registration of contract of apprenticeship, apprenticeship training progress report, requisition for Proficiency Certificate including verification of claim bills related to training portion. 4. To maintain an updated records related to institutes, training establishments and apprentices on year to year basis through computerized system so as to furnish reports on different traits.

		5. To assist Assistant Director/Deputy Director in conducting their visits. 6. To maintain a verified records pertaining to training of apprentices, training establishments and institutes for its audit such as apprenticeship contract registration card, apprenticeship training progress report, notification/re-notification details of establishments. 7. To assist Deputy Director and Assistant Director in organizing/conducting programs such as Career Guidance Programme, Seminar, Group Meeting and Students' Counselling Programme and Centralized Selection/Job Fair etc. B. To discharge any kind of duties as may be assigned by his superiors from time to time. 9) Upper Division Clerk: The duties of UDCs are under several heads, but be mainly as below: A) To assist Jr. Accountant in 1. Drawing up stipend bills, including checking of joining reports registers, keeping of upto date stipend ledgers (by noting receipt of progress reports, receipt of statement of accounts and pay-rolls, drop-out of trainees, stipend billed for and cheque/draft forwarded etc. trainee-wise) computing stipend amount trainee-wise etc. 2. Receipt of cheques/drafts from Ministry of Education forwarding them to establishments, answering to enquiries on stipend fund from trainees, establishments and Ministry of Education. 3. Maintaining all registers, showing consolidated figures on billed amount, refunds from establishments, net expenditure on stipend fund etc. quarterly, half yearly and annually, 4. Any other work pertaining to billing and accounting, allotted by Jr. Accountant. B) To assist the officers of the Secretariat and the Office Superintendent in: 1. Prompt disposal of cases by examining files and references and putting up proper notes to the superiors concerned, 2. Preparation of all statistical data, records and returns in proper form and ensuring despatching them timely, 3. Timely despatch of correspondences originating from the Secretariat by putting up notes, drafts and references as per schedule framed by the officers, 4. Handling of cash, maintaining cash ledgers, vouchers etc. 10) Jr. Stenographers: Their duties are : 1. Taking dictation from officers in shorthand and transcribing them in best possible manner, 2. Maintaining in good order correspondences reports etc. to be prepared by officers, and ensuring matters to be maintained by officers are done promptly and in time. 3. Destroying by burning of stenographic records of confidential or secret matters that no matter of confidential/secret dealt by him is leaked out through him, 4. Assisting the officers in such manner as they may direct.
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		11) Lower Division Clerks: Lower Division Clerks including typists are required to carry out the work of routine nature e.g. registration of papers, maintenance of registers, indexing, recording, proof execution, preparation of arrear statement typing, comparing, submission of routine and simple drafts. 12) Driver: His duties are: 1. To drive the Board's car as per direction of the officer concerned and to maintain a Log Book to be duly signed by the person who uses the car for official purposes, 2. To keep himself broadly acquainted with the mechanism of the car, 3. To report to the Director of Training immediately after accident, if any, and, 4. To keep the car duly cleaned, tidy and in order. 13) Multi Tasking Staff Their duties would broadly include: a) Physical maintenance of record of the section. b) General cleanliness & upkeep of the Section/unit. c) Carrying of files & other papers within the building. d) Photocopying, sending of FAX etc. e) Other non-clerical Work in the Section / unit. f) Assisting in routine office work like diary, dispatch etc. including on computer. g) Book binding / spiral binding, cutting & pasting duties. h) Delivering of dak (outside the building). i) Watch & Ward duties. j) Opening & closing of rooms. k) Water Pump/Electric Room/Stand-by Generator Set operation duties. l) Cleaning of rooms. m) Messenger duties. n) Dusting of furniture etc. o) Tea maker / cook duties. Cleaning of Building, fixture etc. q) Work related to his ITI qualification, if it exists. r) Care taking of office building and premises. s) Driving of vehicles, if in possession of valid driving license. t) Record keeping and daftary duties. u) Upkeep of parks, lawns, potted plants etc. v) Any other work assigned by the superior Authority.
1.2.3	Rules/ orders under which powers and duty are derived and exercised	1. The Apprentices Act, 1961 as amended from time to time () 2. The Apprenticeship Rules, 1992 as amended from time to time 3. Central Government Rules as amended from time to time 4. Staff Service Rules and Recruitment Rules
1.2.4		This Board implements Apprenticeship Training Scheme in the 6 states, 1 National Capital Territory and 3 Union Territory as given below: 1. Haryana 2. Himachal Pradesh 3. Punjab 4. Rajasthan
1.2.5	Work allocation	

		5. Uttarakhand 6. Uttar Pradesh 7. National Capital Territory of Delhi Union Territories of Chandigarh, Jammu & Kashmir and Ladakh Powers and duties are exercised and work allocated as per detail given under 1.2.3 above
1.3	Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]	
1.3.1	Process of Decision Making: Identify key decision-making points	As per The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, and Central Government Rules as amended from time to time. Decision making points are.... - Notification of Establishment. - Registration of Contracts of Apprentices. - Approval of Record of Progress. - Reimbursement of Govt. share of Stipend to the establishments. - Disbursement of Government share of stipend to the apprentices by DBT mechanism. - Termination of Contracts of Apprenticeship. - Issuance of Certificate of Proficiency.
1.3.2	Final Decision-making Authority	Director of the institute
1.3.3	Related provisions, acts, rules etc.	List is given under (1.5.1 below).
1.3.4	Time limit for taking a decision, if any	As prescribed in The Apprentices Act, 1961, and The Apprenticeship Rules, 1992, and Central Government Rules (as amended from time to time). The BOAT, Kanpur makes decision in regard to routine matters in a time bound manner.
1.3.5	Channel of supervision and accountability	(1) Channel of supervision is as per the Organization Structure of BOAT (NR), Kanpur. (2) Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	
1.4.1	Nature of functions/ services offered	As provided in the Apprentices Act, 1961 as amended time to time, and The Apprenticeship Rules, 1992 and Central Govt. Rules applicable for their employees. As detailed at point no. 1.1.4
1.4.2	Norms/ standards for functions/ service delivery	As provided in the Apprentices Act, 1961 as amended time to time, and The Apprenticeship Rules, 1992 and Central Govt. Rules applicable for their employees. Normal procedure as decided by the BoG / Ministry / Director is followed by the institute for executing various activities/ programme for the establishments, institutions, students, apprentices, employees etc.
1.4.3	Process by which these services can be accessed	Online as well as offline process.
1.4.4	Time-limit for achieving the targets	Targets are achieved on yearly basis.
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

		1. In case of Order passed by the Director in his capacity as the Disciplinary Authority, the Chairman of the Board shall be the Appellate Authority. 2. In case of Order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be Appellate Authority. The Board shall consider the Appeal at a meeting and take a decision. 3. Grievance redressal mechanism: Shri Himanshu Rajan, Assistant Director, Public Grievance Officer to handles the cases of grievance. Shri Sandeep Kumar, Deputy Director is the authority for settlement of Grievances as Public Grievance Officer, in coordination with other concerned officers, and under the guidance of Director. http://boatnr.org/grievance.php
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/ manual /instruction.	1. Apprenticeship Act 1961: http://boatnr.org/upload/upload_others_documents/ApprenticeshipAct1961.pdf 2. Apprenticeship Amendment Act 2014: http://boatnr.org/upload/upload_others_documents/Apprentices%20(A)%20act,%202014_0.pdf 3. Apprenticeship Rules 1992: http://boatnr.org/upload/upload_others_documents/ApprenticeshipRules1991.pdf; 4. Apprenticeship Amendment Rules 2015: http://boatnr.org/upload/upload_others_documents/apprenticeship-rules-1992-updated-2015-amendment2422.pdf; 5. Apprenticeship Rules (Amendment) 2019: http://boatnr.org/upload/upload_others_documents/ApprenticeshipRules(Amendment)-2019.pdf; 6. Central Government Rules (as amended from time to time) 7. Staff Service Rules and Recruitment Rules of Board of Apprenticeship Training (N.R.), Kanpur.
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	BOAT is an autonomous organization under Ministry of Education, having its office located at Kanpur, & it has three Extension Centres at Delhi, Jaipur, Chandigarh, However, transfers (Head office to Extension Centres) are made depending on administrative ground. http://boatnr.org/Transfers.php
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	
1.6.1	Categories of documents	➤ In addition to documents detailed under 1.5.1 to 1.5.3 above, all other documents are in digital form available on the following webportals: 1. www.nats.education.gov.in 2. www.mhrdnats.gov.in ➤ Other Administrative Documents are maintained in Hard Copy
1.6.2	Custodian of documents / categories	As per the hierarchy of various posts allotted to this Board.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	

1.7.1	Name of Boards, Council, Committee etc.	(i) Name of Boards, Council, Committee etc. 1) Board of Governors 2) Finance Committee 3) Sub Committees of various tasks as required from time to time.																																													
1.7.2	Composition	<u>BOARD OF APPRENTICESHIP TRAINING (NORTHERN REGION), KANPUR</u> Constitution of the Board of Governors (Tenure 3 years) First BoG constituted on 15.04.1972 (Member are nominated time to time) <table border="1"> <thead> <tr> <th>Sl.No.</th><th>Name of Incumbent</th><th>Designation</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Chairman</td><td>Chairman</td></tr> <tr> <td>2.</td><td>Nominee of Ministry of Education (Deptt. of Higher Education), Govt. of India</td><td>Member</td></tr> <tr> <td>3.</td><td>Nominee of State Govt. of Uttar Pradesh</td><td>Member</td></tr> <tr> <td>4.</td><td>Nominee of State Govt. of Uttarakhand</td><td>Member</td></tr> <tr> <td>5.</td><td>Nominee of State Govt. of Rajasthan</td><td>Member</td></tr> <tr> <td>6.</td><td>Nominee of State Govt. of Haryana</td><td>Member</td></tr> <tr> <td>7.</td><td>Nominee of State Govt. of Punjab</td><td>Member</td></tr> <tr> <td>8.</td><td>Nominee of State Govt. of Himachal Pradesh</td><td>Member</td></tr> <tr> <td>9.</td><td>Nominee of National Capital Territory of Delhi</td><td>Member</td></tr> <tr> <td>10.</td><td>Nominee of Union Territory of Chandigarh</td><td>Member</td></tr> <tr> <td>11.</td><td>Nominee of Union Territory of J & K</td><td>Member</td></tr> <tr> <td>12.</td><td>Nominee of Union Territory of Ladakh</td><td>Member</td></tr> <tr> <td>13.</td><td>Nominee of Federation of Indian Chambers of Commerce and Industry</td><td>Member</td></tr> <tr> <td>14.</td><td>Nominee of Northern Regional Committee of All India Council for Technical Education</td><td>Member</td></tr> </tbody> </table>	Sl.No.	Name of Incumbent	Designation	1.	Chairman	Chairman	2.	Nominee of Ministry of Education (Deptt. of Higher Education), Govt. of India	Member	3.	Nominee of State Govt. of Uttar Pradesh	Member	4.	Nominee of State Govt. of Uttarakhand	Member	5.	Nominee of State Govt. of Rajasthan	Member	6.	Nominee of State Govt. of Haryana	Member	7.	Nominee of State Govt. of Punjab	Member	8.	Nominee of State Govt. of Himachal Pradesh	Member	9.	Nominee of National Capital Territory of Delhi	Member	10.	Nominee of Union Territory of Chandigarh	Member	11.	Nominee of Union Territory of J & K	Member	12.	Nominee of Union Territory of Ladakh	Member	13.	Nominee of Federation of Indian Chambers of Commerce and Industry	Member	14.	Nominee of Northern Regional Committee of All India Council for Technical Education	Member
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		15.	Nominee of Public Sector Undertaking (Central Govt.)	Member
		16.	Nominee of Public Sector Undertaking (Central Govt.)	Member
		17.	Nominee of Ministry of Railway	Member
		18.	Nominee of Ministry of Defense	Member
		19.	Principal of Degree Institution	Member
		20.	Principal of Diploma Institution	Member
		21.	Representative of PHD Chamber of Commerce & Industry	Member
		22.	Representative of Confederation of Indian Industry (CII) [NR]	Member
		23.	Co-opted Member To be nominated by the Chairman	Member
		24.	Co-opted Member To be nominated by the Chairman	Member
		25.	Representative from Industries / Institutions	Member
		26.	Representative from Industries / Institutions	Member
		27.	Representative from Industries / Institutions	Member
		28.	Representative from Industries / Institutions	Member
		29.	Representative from Industries / Institutions	Member
		30.	Representative from Industries / Institutions	Member
		31.	Representative from Industries / Institutions	Member
		32.	Representative from Industries / Institutions	Member
		33.	Representative from Industries / Institutions	Member
		34.	Director, BoAT (NR)	Member Secretary
1.7.3	Dates from which constituted	First BoG constituted on 15.04.1972		

1.7.4	Term/ Tenure	Three years				
1.7.5	Powers and functions	1. To create administrative, technical, ministerial and other posts under the Board and to make appointments thereto in accordance with the rules and regulations of the Board within the overall sanction of the Government of India. 2. To constitute such committee or committees as Board may deem fit for the disposal of any business of the Board or for tendering any advice in the matter pertaining to the Board; 3. To make rules and regulations and bye-laws for the conduct of the affairs of the Board and to amend, vary or rescind them from time to time with the approval of Central Government; 4. To delegate its powers to the Board or any of the Committee or committees constituted by it. 5. 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 (Society). 6. If on winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debits and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt in such manner as the Central Government may determine.				
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.				
1.7.7	Whether the minutes of the meetings are open to the public?	Yes				
1.7.8	Place where the minutes if open to the public are available?	It is available at link: http://boatnr.org/BOG.php				
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]					
1.8.1	Name and designation	Sr. No.	Name	Designation	Email ID	Telephone/Fax No.
1.8.2	Telephone, fax and email ID	1	Shri S.K. Mehta	Director	director@boatnr.org	0512-2501310, 2580300
		2	Shri Sandeep Kumar	Deputy Director	sandeep@boatnr.org	011-20892282
		3	Shri Himanshu Rajan	Assistant Director	himanshurajan@boatnr.org	011-20892282
		4	Shri Vivek Kumar	Assistant Director	vivek.kumar@boatnr.org	0512-2584056 Ext.309
		5	Shri Jugnu Kumar	Administrative cum Accounts Officer	aao@boatnr.org	0512-2584056 Ext.308
		6	Shri Naveen Pathak	Assistant Director	navin@boatnr.org	0172-2995753
		7	Shri Manas Khawas	Assistant Director	manas@boatnr.org	0141-22023246
		8	Shri Sunil	Assistant	sunil.kumar@boatnr.org	011-20892282

			Kumar	Director								
		9	Shri Gajay Patial	Assistant Director	gajay@boatnr.org	0172-2995753						
		10	Shri Anupam Bajpai	Office Superintendent	os@boatnr.org	0512-2584056 Ext.330						
		11	Shri Vijay Kumar Tiwari	Sr. Stenographer	admin@boatnr.org	0512-2584056 Ext.312						
		12	Shri Shobh Nath	U.D.C.		0512-2584056 Ext.330						
		13	Shri Dinesh Kumar	U.D.C.								
		14	Shri Shivendra Trivedi	U.D.C.								
		15	Shri Jitendra Kumar Singh	L.D.C.		0512-2584056 Ext.330						
		16	Shri Yogendra Dwivedi	L.D.C.		0512-2584056 Ext.330						
		17	Shri Neeraj Bajpai	L.D.C.		0512-2584056 Ext.327						
		18	Shri Anand Roy	L.D.C.								
		19	Shri Jitendra Mohan	L.D.C.		0512-2584056 Ext.330						
		20	Shri Lakshram	M.T.S.		0512-2584056						
		21	Shri Harjendra Singh	M.T.S.								
		22	Shri Om Prakash	M.T.S.		0512-2584056						
		23	Shri Syed Hasan Raza	M.T.S.		0512-2584056						
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		25	Shri Utkarsh Pandey	M.T.S.		0512-2584056						
		26	Shri Rahul Chauhan	M.T.S.		0512-2584056						
		1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]									
		1.9.1	List of employees with Gross monthly remuneration	<table><tr><td>Sr. No.</td><td>Name</td><td>Designation</td><td>Basic</td><td>Level</td></tr></table>				Sr. No.	Name	Designation	Basic	Level
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26	Shri Rahul Chauhan	M.T.S.	18500	1																																																																																																																																
1.9.2	System of compensation as provided in its regulations	Employees of BOAT (NR), Kanpur are entitled for L.T.C., C.E.A, Child Care Leave, Tuition Fees, Leave Encashment, etc. as per Government of India Rules.																																																																																																																																		
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]																																																																																																																																			
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority	a) Public Information Officer: Shri Vivek Kumar (Assistant Director); Email ID: vivek.kumar@boatnr.org ; 0512-2580300, 2580349 b) Assistant Public Information Officer: Shri Anupam Bajpai (Office Superintendent); Email ID: os@boatnr.org ; 0512-2580300, 2580349 c) Nodal Officer: Shri Himanshu Rajan, Assistant Director; Email ID: himanshurajan@boatnr.org ; 011-20892282, 2580349 d) First Appellate Authority: Shri S.K. Mehta, Director; Email ID: director@boatnr.org ; 0512-2580300, 2580349																																																																																																																																		
1.10.2	Address, telephone numbers & email ID of each designated official.	Board of Apprenticeship Training (Northern Region), 16/1-A Lakhanpur, Kanpur, Uttar Pradesh-208024 Refer 1.8.2																																																																																																																																		
1.11	No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))																																																																																																																																			
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	No. of employees against whom disciplinary action has been 1. Pending for Minor penalty or major penalty proceedings – NIL 2. Finalized for Minor penalty or major penalty proceedings. – NIL																																																																																																																																		
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings																																																																																																																																			
1.12	Programmes to advance understanding of RTI (Section 26)																																																																																																																																			
1.12.1	Educational programmes	BOAT (NR), Kanpur organizes awareness programme on RTI Act on yearly basis.																																																																																																																																		

1.12.2	Efforts to encourage public authority to participate in these programmes	BOAT (NR), Kanpur issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.																								
1.12.3	Training of CPIO/APIO	CPIO/official involved in disposal of RTI applications are encouraged to attend training programmes. Dr. Govind Bhargava, Assistant Director Ex-CPIO attended training at NITIE, Mumbai.																								
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	BOAT (NR), Kanpur Updates & publishes guidelines on RTI by the Public Authorities concerned RTI guidelines/ disclosures are updated on regular basis. It is last updated on 23.09.2024																								
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]																									
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Transfer Policy and Transfer Orders [F No. 1/6/2011-IR Dt. 15.4.2013] BOAT is an autonomous organization under Ministry of Education, having its office located at Kanpur, & it has three Extension Centres at Delhi, Jaipur, Chandigarh, However, transfers (Head office to Extension Centres) are made depending on administrative ground.																								
2	Budget and Programme																									
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]																									
2.1.1	Total Budget for the public authority	Fund Allocation for the Year 2023-24: (Rs. In Lakhs) <table><tr><td>Head/ Particulars</td><td>OH-31 (Establishment Fund-other)</td><td>OH-35 (Capital Fund)</td><td>OH-36 (Establishment Fund- Salary)</td><td>OH-34 (Stipend Fund)</td></tr><tr><td>Budget sanctioned</td><td>295.00</td><td>100.00</td><td>429.00</td><td>6000.00</td></tr><tr><td>Grants received</td><td>222.00</td><td>45.00</td><td>322.00</td><td>6000.00</td></tr><tr><td>Expenditure</td><td>283.97</td><td>8.81</td><td>271.26</td><td>5742.00</td></tr></table>					Head/ Particulars	OH-31 (Establishment Fund-other)	OH-35 (Capital Fund)	OH-36 (Establishment Fund- Salary)	OH-34 (Stipend Fund)	Budget sanctioned	295.00	100.00	429.00	6000.00	Grants received	222.00	45.00	322.00	6000.00	Expenditure	283.97	8.81	271.26	5742.00
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Expenditure	283.97	8.81	271.26	5742.00																						
2.1.2	Budget for each agency and plan & programmes	As per the requirement, the budget planning is done & submitted to Finance Committee and BoGs for consideration and approval.																								
2.1.3	Proposed expenditures	As detailed under 2.1.1 above																								
2.1.4	Revised budget for each agency, if any	As detailed under 2.1.1 above																								
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursements is made available in Annual Report of 2022-23 and the same is uploaded on www.boatnr.org .																								
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)																									
2.2.1	Budget	There is no separate budget for foreign & domestic tour. It is met out of General budget detailed under 2.1 above.																								
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a)	(i) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department – (a) Places visited - NIL (b) The period of visit - NIL																								

	Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.	(c) The number of members in the official delegation - NIL (d) Expenditure on the visit – NIL (ii) Not applicable as there is no officer to the rank of Joint Secretary and above. However, Director has taken domestic visit.
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Notice/tender are not issued (http://boatnr.org/tender.php). However, all the purchases are made through GEM portal. List of Purchase: http://boatnr.org/upload/upload_others_documents/Purchase_List.pdf
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	
2.3.1	Name of the programme of activity	Not Applicable as BOAT (NR), Kanpur does not offer Subsidy Programme.
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as BOAT (NR), Kanpur does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as BOAT (NR), Kanpur does not provide Concessions, permits or authorizations.
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure	

	for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG Audit for the financial year 2022-23 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2022-23 is uploaded on web portal. Available in annual report at http://boatnr.org/annual_report.php
3.	Publicity Band Public Interface	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	1. Apprenticeship Act 1961: http://boatnr.org/upload/upload_others_documents/ApprenticeshipAct1961.pdf 2. Apprenticeship Amendment Act 2014: http://boatnr.org/upload/upload_others_documents/Apprentices%20(A)%20act,%202014_0.pdf 3. Apprenticeship Rules 1992: http://boatnr.org/upload/upload_others_documents/ApprenticeshipRules1991.pdf; 4. Apprenticeship Amendment Rules 2015: http://boatnr.org/upload/upload_others_documents/apprenticeship-rules-1992-updated-2015-amendment2422.pdf; 5. Apprenticeship Rules (Amendment) 2019: http://boatnr.org/upload/upload_others_documents/Apprenticeship_Rules_(Amendment)-2019.pdf; 6. NATS 2.0 Portal: https://nats.education.gov.in/index.php 7. NATS Process Manual: https://mhrdnats.gov.in/sites/default/files/NATS_process_manual_2.2.pdf 8. Annual Report: http://boatnr.org/annual_report.php 9. Recruitment: http://boatnr.org/recruitment.php 10. TPA: http://boatnr.org/tpa.php
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	The Institute needs support, cooperation and suggestions of citizens of the country. Thus, the institute encourages public participation and guidance through members representing them in Council and Board. The Board of Governors of BOAT (NR), Kanpur comprising of one Chairman, Nominee of Ministry of Education (MoE, GoI), Nominees of State Government of Uttar Pradesh, Uttarakhand, Rajasthan, Haryana, Punjab, Himachal Pradesh, Delhi, Jammu & Kashmir, Ladakh, UT of Chandigarh, Federation of Indian Chambers of Commerce and Industry, Representatives of Industries from the above mentioned States (as detailed under 1.7.1 above), who contribute their inputs in the policy and provide guidance to the Board of Governors of the BOAT (NR), Kanpur. Day & time allotted for visitors: From 09.30AM to 05.00PM

		Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority 1) Public Information Officer: Shri Vivek Kumar (Assistant Director) 2) Assistant Public Information Officer: Shri Anupam Bajpai (Office Superintendent) 3) Nodal Officer: Shri. Himanshu Rajan (Assistant Director) 4) Appellate Authority: Shri. S.K. Mehta (Director) Address: Board of Apprenticeship Training (Northern Region), Kanpur
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	
3.2.2	Publish all relevant facts while formulating important policies	

	or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	Detail is given under 3.1.1 above
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	
3.3.1	Use of the most effective means of communication - Internet (website)	Information manual / handbook available in Electronic format – Yes 1. www.nats.education.gov.in (NATS 2.0 New Portal) and 2. www.mhrdnats.gov.in (NATS 1.0 Old Portal) and 3. www.boatnr.org Regional Portal
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	
3.4.1	Information manual / handbook available in Electronic format	Yes, it is available in the website of BOAT (NR), Kanpur: (http://boatnr.org/index.php)
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
4	E-Governance	
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	
4.1.1	English	Yes, it is uploaded in the website (http://boatnr.org/index.php)
4.1.2	Vernacular/ Local Language	Uploaded in the website (http://boatnr.org/index.php)
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	
4.2.1	Last date of Annual updation	23.09.2024
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization’s website: http://boatnr.org/ ;
4.3.2	Name/ title of the document/record/ other information	
4.3.3	Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	
4.4.1	Name & location of the facility	There is RTI Cell at the BOAT (NR), Kanpur . Information pertaining to activities dealt by the BOAT (NR), Kanpur is provided to the users who demand the information. Office Address: BOAT (NR), Kanpur . The information is also uploaded on the website of the institute, i.e.,

		http://boatnr.org/ for general reference.																									
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: director@boatnr.org seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.																									
4.4.2	Working hours of the facility	09:30 AM to 6:00 PM from Monday to Friday (except Public Holidays)																									
4.4.3	Contact person & contact details (Phone, fax email)	Shri Vivek Kumar, Assistant Director, Central Public Information Officer, Board of Apprenticeship Training (Northern Region), Kanpur; 16/1-A Lakhanpur, Kanpur, Uttar Pradesh-208024 Phone: 0512-2580300, 2580349																									
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)																										
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. External stakeholders viz. establishments, institutions, apprentices and others may send their grievances to the public information officer. Shri Sandeep Kumar, Deputy Director, nominated as Public Grievance Officer to handle the cases. Shri Sandeep Kumar, Deputy Director is the authority for settlement of Grievances as Public Grievance Officer, in coordination with other officers, and under the guidance of Director. http://boatnr.org/grievance.php																									
4.5.2	Details of applications received under RTI and information provided	Details of applications received under RTI and information provided. Total 79 numbers of RTI applications and 11 number of RTI Appeal was received and disposed of during the year 2023-24																									
4.5.3	List of completed schemes/ projects/ Programmes	The list of programmes/schemes completed are available in the Annual Report. http://boatnr.org/annual_report.php																									
4.5.4	List of schemes/ projects/ programme underway	Not Applicable																									
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	BOAT (NR), Kanpur is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals. <table><tr><th>Sl. No.</th><th>Details of Contract</th><th>Type</th><th>Name of the Contractor</th><th>Cost (Rs.)</th></tr><tr><td>1.</td><td>AMC of Website and software</td><td>AMC</td><td>M/s Hill Top Solution, Kanpur</td><td>203220/-</td></tr><tr><td>2.</td><td>EPABX</td><td>AMC</td><td>M/s Redcliff Automation, Kanpur</td><td>23600/-</td></tr><tr><td>3.</td><td>Camara & DVR & Power Supply</td><td>AMC</td><td>M/s Redcliff Automation, Kanpur</td><td>24780/-</td></tr><tr><td>4.</td><td>Housekeeping</td><td>AMC</td><td>M/s Ganesh Prasad,</td><td>22300/-</td></tr></table>	Sl. No.	Details of Contract	Type	Name of the Contractor	Cost (Rs.)	1.	AMC of Website and software	AMC	M/s Hill Top Solution, Kanpur	203220/-	2.	EPABX	AMC	M/s Redcliff Automation, Kanpur	23600/-	3.	Camara & DVR & Power Supply	AMC	M/s Redcliff Automation, Kanpur	24780/-	4.	Housekeeping	AMC	M/s Ganesh Prasad,	22300/-
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4.	Housekeeping	AMC	M/s Ganesh Prasad,	22300/-																							

					Kanpur	
4.5.6	Annual Report	It is available at: http://boatnr.org/annual_report.php				
4.5.7	Frequently Asked Question (FAQs)	Annexure – I				
4.5.8	Any other information such as - (a) Citizen’s Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen’s Charter	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen’s Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute. Information such as (a) Citizen’s Charter, (b) Result Framework Document (RFD), (C) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen’s Charter – to be finalized – to put on website under link: www.boatnr.org				
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]					
4.6.1	Details of applications received and disposed	Details of applications received and disposed. Total 79 numbers of RTI applications were received and all are disposed of during the year 2023-24. Details of appeals received and orders issued. 11 number of RTI Appeal was received and disposed of during the year 2023-24.				
4.6.2	Details of appeals received and orders issued					
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]					
4.7.1	Details of questions asked and replies given in the Parliament	Total number of questions received – 10 numbers Total number of questions replied – 10 numbers Available at link http://boatnr.org/ParliamentQ.php				
5	Information as may be prescribed					
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]					
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	Current CPIO & FAA: a. Shri Vivek Kumar, CPIO & Assistant Director (01.04.2021 till date) b. Shri S.K. Mehta, FAA & Director (24.03.2014 till date) Earlier CPIO & FAA: Earlier CPIOs and FAAs are given here: a) Dr. Govind Bhargava, CPIO & Assistant Director, (From 2015 To April 2017) b) Shri Jugnu Kumar, AAO, (From May 2017 to 24 June 2018) c) Dr. Hem Chand, Assistant Director (From 25 June 2018 to 31 March 2021)				
5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Not applicable as Third Party Audit of BOAT (NR), Kanpur is being carried out for the first time by NITTTR, Chandigarh for the year 2023-24.				
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	Shri Himanshu Rajan, Assistant Director, w.e.f. 2020				

5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	Shri S.K. Mehta, Director (FAA), Shri Sunil Kumar, Assistant Director, Shri Vivek Kumar, Assistant Director (CPIO), Shri Himanshu Rajan, Assistant Director
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	Shri S.K. Mehta, Director (FAA), Shri Vivek Kumar, Assistant Director (CPIO), Shri Jugnu Kumar, Administrative cum Accounts Officer (Ex-CPIO)
6	Information Disclosed on own Initiative	
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of BOAT (NR), Kanpur which is updated on regular intervals (http://boatnr.org/)
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances & Pensions	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

Board of Apprenticeship Training (Northern Region) Kanpur

Annexure – I

Frequently Asked Question (FAQs)

Q.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government

organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Q.3 What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

Q.5. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

Q.6. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.7. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Q.9. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Q.10. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.11. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

Q.12. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Q.14. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

Q.15. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

Q.16. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.