

XIV

Details in respect of the information, available to or held by it, reduced in an electronics forms

The following information is available with the department in electronic form.

- 1 Information contained in 17 manuals prepared as per the provisions of right to information Act 2004.**
- 2 The departmental rules.**
- 3. The staff position which includes Name, Designation, Date of birth/Date of retirement, stay at posting station and Couple case/Handicapped etc of every employee.**
- 4. Brief information of various institutes under the control of Department of Industrial Training Department.**
- 5. Curriculum and fees structure of various disciplines.**
 - 5) Information about Training and Placement, M.O.U's (Memorandum of Understanding) with industry.**
 - 6) Duties assigned to officers.**
 - 7) Citizen Charter.**
 - 8) Public notices.**

14.2 Name/title of the document/record/other information: As Above

14.3 Location where available: Department website www.punjabiti.gov.in