

DISCLOSURES AS PER SECTION 4 OF RTI ACT, 2005

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

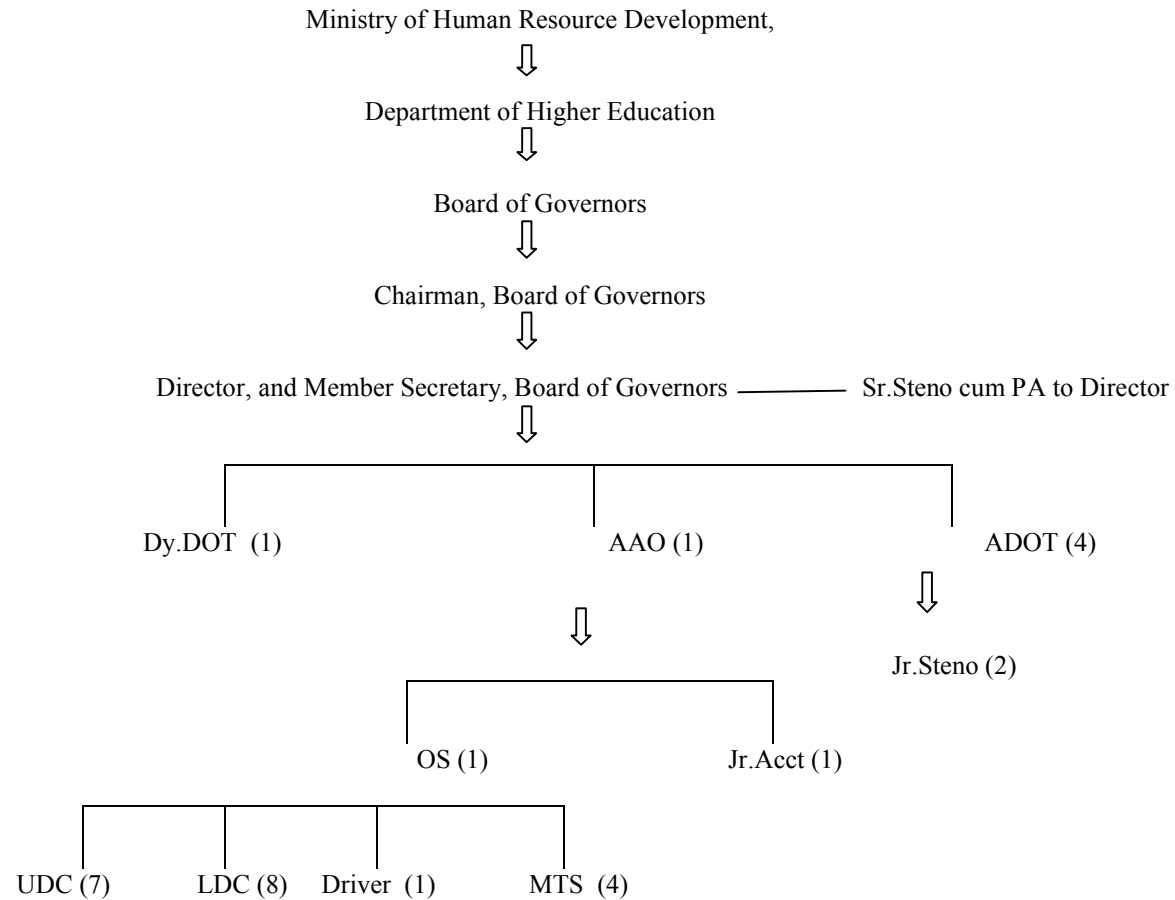
Organisation and Function

Particulars of organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization : Board of Apprenticeship Training (Western Region), Mumbai. 2 nd Floor, New Administrative Building, V.N. Purav Marg, ATI Campus, Sion, Mumbai – 400 022.
	(ii) Head of the organization: Director of Training, Board of Apprenticeship Training (Western Region), Mumbai.
	(iii) Vision, Mission and Key objectives: 1) The object of the Apprenticeship Training Scheme is to organise 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.

(iv) Function and duties:

- 1) To establish permanent liaison between technical institutions and Industry located in Western Region, comprising the states of Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh, Goa and the Union Territory of Diu, Daman & Dadra Nagar Haveli.
- 2) To ensure and provide training facilities in different establishments both in the Private & public sectors including Public Sector organisation/Corporations for the products of technical institutions (Both Engineering & Technology);
- 3) To select students trainees and arrange for their placements;
- 4) To prepare programmes of training in consultation with the participating training establishments;
- 5) To supervise training with the help of training field officers appointed for the purpose;
- 6) To award and to disburse stipends to the trainees at the rates to be prescribed for the purpose.
- 7) To award certificates in accordance with the rules to trainees who complete their training.
- 8) To arrange dissemination of information on various aspects of practical training through documentation of literature, lectures, films and other media of communications;
- 9) To provide expert and advisory services in the areas of practical training to both Technical Institutions and Industry.

(V) Organization Chart:



(v) Genesis, inception, formation of the department.

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 Officers 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:-

- 1) Eastern Region-Kolkata
- 2) Northern Region-Kanpur
- 3) Southern Region-Chennai
- 4) 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.

<p>Power and duties of officers and employees [Section 4(1) (b)(ii)]</p>	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>1) Director of Training: As the Chief Executive and Secretary to the Board of Apprenticeship Training, he is responsible for proper administrative of its function and is answerable for overall performance of the Secretariat. To implement all field functions assigned under the Apprentices (Amendment) Act, 1973 relating to the training of (Graduate/Technician apprentices in all the respective regions. Some of these important functions are given as under:</p> <ol style="list-style-type: none"> 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 programme. 8. To enter, inspect and examine any 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. 12. To specify the period for release from apprenticeship training to receive related instructions in the case of graduate or technician apprentices during the course in a technical institution. 13. To decide any dispute between an employer and any apprentice arising out of the contract
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apprenticeship.

14. To make recommendations to the Central Apprenticeship Advisor regarding the extension of training period beyond one year upto a maximum of two years.
15. To obtain approval of Central Apprenticeship Advisor regarding the period of practical training in the case of sandwich courses.
16. To prescribe the proforma for record of work during apprenticeship training.
17. To make reimbursement to the employer of share of stipend paid to the apprentices.
18. To decide continuance of payment of stipend or otherwise in the case of apprentices whose training is reported to be unsatisfactory.

2) Deputy Director of Training /Assistant Director of Training

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 programme 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 information in various aspects of practical training through lectures, film and other media of communications.
6. To print and publish pamphlets, magazines and periodicals 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 Govt. of India, Practical Training Stipend Scheme.
8. To periodically review the progress reports submitted by the establishments to the trainees.

To visit establishments periodically to assess the programme and quality of training imparted by the establishments to the trainees.

To perform such other functions as may be assigned by the Director under the Apprentices (Amendment) Act, 1973.

	<p>3) Office Superintendent</p> <p>A) His duties are to assist the Director of Training in:</p> <ol style="list-style-type: none"> 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. <p>B) His other duties are:</p> <ol style="list-style-type: none"> 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.
	<p>(ii) Power and duties of other employees:</p> <p>1) Junior Accountant</p> <ol style="list-style-type: none"> 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. <p>2) Upper Division Clerk</p> <p>The duties of UDC's are under several heads, but be mainly as below:</p> <p>A) To assist Jr. Accountant in</p> <ol style="list-style-type: none"> 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

	<p>forwarded etc. trainee-wise) computing stipend amount trainee-wise etc.</p> <ol style="list-style-type: none"> 2. Receipt of cheques/drafts Regional Office of Ministry of Human Resource Development (HRD) forwarding them to establishments, answering to enquiries on stipend fund from trainees, establishments and Regional Office of Ministry of HRD. 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. <p>B) To assist the officers of the Secretariat and the Office Superintendent in :</p> <ol style="list-style-type: none"> 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. <p>3) Stenographers: Their duties are :</p> <ol style="list-style-type: none"> 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. <p>4) Lower Division Clerk: 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.</p>
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	<p>5) Driver His duties are:</p> <ol style="list-style-type: none"> 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. <p>6) Multi Tasking Staff Their duties are:</p> <ol style="list-style-type: none"> 1. Physical Maintenance of records of the Section. 2. General cleanliness & upkeep of the Section/Unit. 3. Carrying of files & other papers within the building. 4. Photocopying, sending of FAX etc. 5. Other non-clerical work in the Section/Unit. 6. Assisting in routine office work like diary, despatch etc., including on computer 7. Delivering of dak (outside the building). 8. Watch & ward duties. 9. Opening & closing of rooms. 10. Cleaning of rooms. 11. Dusting of furniture etc. 12. Cleaning of building, fixtures etc. 13. Work related to his ITI qualifications, if it exists. 14. Driving of vehicles, if in possession of valid driving licence. 15. Upkeep of parks, lawns, potted plants etc. 16. Any other work assigned by the superior authority.
	<p>(iii) Rules/ orders under which powers and duty are derived and</p> <ol style="list-style-type: none"> 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

	<p>(iv) Work allocation This Board implement Apprenticeship Training Scheme in the 5 states and 2 Union Territories as given below:</p> <ol style="list-style-type: none"> 1. Maharashtra 2. Gujarat 3. Goa 4. Madhya Pradesh 5. Chhattisgarh 6. The Union Territories of Diu- Daman, and Dadra Nagar Haveli
<p>Procedure followed in decision making process [Section 4(1)(b)(iii)]</p>	<p>(i) 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.</p>
	<p>(ii) Final decision making authority Director of Training, Board of Apprenticeship Training (Western Region), Mumbai.</p>
	<p>(iii) Related provisions, acts, rules, etc.</p> <ol style="list-style-type: none"> 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)
	<p>(iv) Time limit for taking a decisions, if any As prescribed in The Apprentices Act, 1961, and The Apprenticeship Rules, 1992</p>
	<p>(v) Channel of supervision and accountability As per the hierarchy of various posts allotted to this Board.</p>
<p>Norms for discharge of functions [Section 4(1)(b)(iv)]</p>	<p>(i) Nature of functions/ services offered</p> <ol style="list-style-type: none"> 1) To establish permanent liaison between technical institutions and Industry located in Western Region, comprising the states of Maharashtra, Gujarat, Madhya Pradesh and the Union Territory of Diu, Daman & Goa.

	<ol style="list-style-type: none"> 2) To ensure and provide training facilities in different establishments both in the Private & public sectors including Public Sector organisation/Corporations for the products of technical institutions (Both Engineering & Technology); 3) To select students trainees and arrange for their placements; 4) To prepare programmes of training in consultation with the participating training of establishments; 5) To supervise training with the help of training field officers appointed for the purpose; 6) To award and to disburse stipends to the trainees at the rates to be prescribed for the purpose. 7) To award certificates in accordance with the rules to trainees who complete their training. 8) To arrange dissemination of information on various aspects of practical training through documentation of literature, lectures, films and other media of communications; 9) To provide expert and advisory services in the areas of practical training to both Technical Institutions and Industry.
	<p>(ii) Norms/ standards for functions/ service delivery Central Government Norms, The Apprentices Act, 1961 and The Apprenticeship Rules, 1992.</p>
	<p>(iii) Process by which these services can be accessed Online Process</p>
	<p>(iv) Time-limit for achieving the targets Targets are allotted on yearly basis.</p>
	<p>(v) Process of redress of grievances</p> <ol style="list-style-type: none"> 1. In case of order passed by the Director of Training 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.

Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. The Apprentices Act, 1961, The Apprenticeship Rules, 1992 and Central Government Rules amended from time to time.							
	(ii) List of Rules, regulations, instructions manuals and records. 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)							
	(iii) Acts/ Rules manuals etc. 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)							
	(iv) Transfer policy and transfer orders 'Not Applicable'							
Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents Apprenticeship Contract Registration Card, Claims and other administrative documents.							
	(ii) Custodian of documents/categories As per the hierarchy of various posts allotted to this Board.							
Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. 1) Board of Governors 2) Finance Committee							
	(ii) Composition: <u>BOARD OF APPRENTICESHIP TRAINING (WESTERN REGION), MUMBAI</u> Constitution of the Board of Governors as on 01/04/2018 <table border="1" data-bbox="622 1166 1832 1396"> <thead> <tr> <th>Sr. No.</th> <th>Name of Incumbent</th> <th>Designation</th> <th>Tenure</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PROF. DR. P.H. SAWANT Principal, Sardar Patel College of Engineering, Mumbai</td> <td>CHAIRMAN</td> <td>3 years</td> </tr> </tbody> </table>	Sr. No.	Name of Incumbent	Designation	Tenure	1	PROF. DR. P.H. SAWANT Principal, Sardar Patel College of Engineering, Mumbai	CHAIRMAN
Sr. No.	Name of Incumbent	Designation	Tenure					
1	PROF. DR. P.H. SAWANT Principal, Sardar Patel College of Engineering, Mumbai	CHAIRMAN	3 years					

		2	SHRI. P. SASIKUMAR Deputy Secretary (Admin. & T.) Ministry of Human Resource Development, (Department of Higher Education), Government of India, New Delhi	Member	Not Applicable
		3	Dr. A.E. WAGH Director of Technical Education, Maharashtra	Member	Not Applicable
		4	DR. VEERENDRA KUMAR Director of Technical Education, Madhya Pradesh	Member	Not Applicable
		5	SHRI K.K. NIRALA, IAS Commissioner of Technical Education, Gujarat	Member	Not Applicable
		6	SHRI VIVEK KAMAT Director of Technical Education, Goa	Member	Not Applicable
		7	SHRI PRADEEP BHOSEKAR General Manager & Head Corporate Trg. Centre, Godrej & Boyce Mfg.Co. Ltd., Mumbai	Member	3 years
		8	SHRI S.C. GANDHI Vice Chairman & Managing Director, Gajra Gears Pvt.Ltd., Dewas	Member	3 years

		9	PROF. DR. V.G. GAIKAR Vice Chancellor, Dr. Babasaheb Ambedkar Technological University, Raigad	Member	3 years
		10	MS. MANSI DUBEY Chief Manager Employee Relations (HRS) West, Bharat Petroleum Corporation Ltd., Mumbai.	Member	3 years
		11	SHRI. HANAMANT K KADAM Chief Manager (HRD), Rashtriya Chemical and Fertilizers Ltd. Mumbai.	Member	3 years
		12	DR. A. JAGDISH KUMAR Assistant General Manager – P (O) Air India Limited, Mumbai	Member	3 years
		13	SHRI M.R. GOEL Chief Personnel Officer (IR) Western Railway, Mumbai	Member	3 years
		14	SHRI L.R. FERNANDES Principal, Government Polytechnic, Altinho, Panaji, Goa	Member	3 years
		15	PROF. DR. G.V. PARISHWAD Director, Walchand College of Engineering, Sangli	Member	3 years

	16	DR. V.M. MOHITKAR Director, Maharashtra State Board of Technical Education, Mumbai	Member	3 years
	17	DR.CHETAN SAMANT Regional Head – West (NASSCOM), Mumbai	Member	3 years
	18	SHRI P.N. JUMLE Director and Member Secretary Board of Apprenticeship Training (W.R.), Mumbai	Member	Not Applicable
<p>(iii) Powers and functions</p> <ol style="list-style-type: none"> 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 advise 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. 				
<p>(iv) Whether their meetings are open to the public? No</p>				

	(v) Whether the minutes of the meetings are open to the public? No																																																																						
	(vi) Place where the minutes if open to the public are available? 'Not Applicable'																																																																						
Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Telephone , fax and email ID 1) Telephone: (022) 24055635/24053682 2) Fax : (022) 24055923 3) Email ID : director.boatwr@gmail.com																																																																						
Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration Details of Board's employees with Pay Scale as on 01/04/2018 <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name</th> <th>Designation</th> <th>Pay Scale</th> <th>Grade Pay</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Shri. P.N. Jumle</td> <td>Director of Training</td> <td>37400-67000</td> <td>8700</td> </tr> <tr> <td>2</td> <td>Shri. N. N. Wadode</td> <td>Deputy Director of Training</td> <td>15600-39100</td> <td>6600</td> </tr> <tr> <td>3</td> <td>Shri. V. V. Deshmukh</td> <td>Assistant Director of Training</td> <td>15600-39100</td> <td>6600</td> </tr> <tr> <td>4</td> <td>Shri. G. S. Mhalankar</td> <td>Assistant Director of Training</td> <td>15600-39100</td> <td>5400</td> </tr> <tr> <td>5</td> <td>Shri. S. C. Sharma</td> <td>Assistant Director of Training</td> <td>15600-39100</td> <td>5400</td> </tr> <tr> <td>6</td> <td>Shri. N. C. Gangde</td> <td>Assistant Director of Training</td> <td>15600-39100</td> <td>5400</td> </tr> <tr> <td>7</td> <td>Shri. M. S. Pawar</td> <td>Office Superintendent</td> <td>9300-34800</td> <td>4200</td> </tr> <tr> <td>8</td> <td>Smt. S. P. Pande</td> <td>Jr. Accountant</td> <td>5200-20200</td> <td>4200</td> </tr> <tr> <td>9</td> <td>Smt. U. R. Ghadage</td> <td>U.D.C.</td> <td>5200-20200</td> <td>2800</td> </tr> <tr> <td>10</td> <td>Smt. M. P. Desai</td> <td>U.D.C.</td> <td>5200-20200</td> <td>2800</td> </tr> <tr> <td>11</td> <td>Shri. A. R. Rotkar</td> <td>U.D.C.</td> <td>5200-20200</td> <td>2800</td> </tr> <tr> <td>12</td> <td>Shri. K. Mukherjee</td> <td>U.D.C.</td> <td>5200-20200</td> <td>2800</td> </tr> <tr> <td>13</td> <td>Smt. A. R. Kharat</td> <td>U.D.C.</td> <td>5200-20200</td> <td>2400</td> </tr> </tbody> </table>	Sr. No.	Name	Designation	Pay Scale	Grade Pay	1	Shri. P.N. Jumle	Director of Training	37400-67000	8700	2	Shri. N. N. Wadode	Deputy Director of Training	15600-39100	6600	3	Shri. V. V. Deshmukh	Assistant Director of Training	15600-39100	6600	4	Shri. G. S. Mhalankar	Assistant Director of Training	15600-39100	5400	5	Shri. S. C. Sharma	Assistant Director of Training	15600-39100	5400	6	Shri. N. C. Gangde	Assistant Director of Training	15600-39100	5400	7	Shri. M. S. Pawar	Office Superintendent	9300-34800	4200	8	Smt. S. P. Pande	Jr. Accountant	5200-20200	4200	9	Smt. U. R. Ghadage	U.D.C.	5200-20200	2800	10	Smt. M. P. Desai	U.D.C.	5200-20200	2800	11	Shri. A. R. Rotkar	U.D.C.	5200-20200	2800	12	Shri. K. Mukherjee	U.D.C.	5200-20200	2800	13	Smt. A. R. Kharat	U.D.C.	5200-20200	2400
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		15	Smt. T. S. Kacharekar	U.D.C.	5200-20200	2400	
		16	Shri. N. S. Hendre	L.D.C.	5200-20200	1900	
		17	Smt. J. M. Shinde	L.D.C.	5200-20200	1900	
		18	Shri. V. K. Parab	L.D.C.	5200-20200	1900	
		19	Ku. G. R. Kuvekar	L.D.C.	5200-20200	1900	
		20	Ku. T. M. Narvekar	L.D.C.	5200-20200	1900	
		21	Shri. S. V. Bharankar	Driver	5200-20200	1900	
		22	Shri. M. B. Mane	Multi Tasking Staff	5200-20200	2000	
		23	Shri. B. A. Tate	Multi Tasking Staff	5200-20200	2000	
		24	Shri. N. M. Naik	Multi Tasking Staff	5200-20200	1800	
Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i)	Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority 1) Public Information Officer : Shri. N. N. Wadode (Dy. Director) 2) Assistant Public Information : Shri. M. S. Pawar (Office Superintendent) 3) Nodal Officer : Shri. N. N. Wadode (Dy. Director) 4) Appellate Authority : Shri. P. N. Jumle (Director)					
	(ii)	Address, telephone numbers and email ID of each designated official. Address : Board of Apprenticeship Training (Western Region), Mumbai, 2 nd Floor, New Administrative Building, V.N. Purav Marg, ATI Campus, Sion, Mumbai – 400 022. Telephone: 022-24055923/24055635/24053682 Email ID: director.boatwr@gmail.com					

Budget and Programme

Item	Details of disclosure			
Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Fund Allocation for the Year 2017-18			
	(Rs. In Lakhs)			
	Head/ Particulars	OH-34 (Establishment Fund- other)	OH-36 (Establishment Fund- Salary)	OH-34 (Stipend Fund)
	Budget sanctioned	195.00	190.00	2800.00
Grants received	265.00	220.00	2098.18	
Expenditure	90.49	151.29	2101.60	
Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Not Applicable			

Publicity Band Public interface

Item	Details of disclosure
<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority</p> <ol style="list-style-type: none"> 1) Public Information Officer : Shri. N. N. Wadode (Dy.Director) 2) Assistant Public Information : Shri. M. S. Pawar (Office Superintendent) 3) Nodal Officer : Shri. N. N. Wadode (Dy.Director) 4) Appellate Authority : Shri. P. N. Jumle (Director) <p>Address : Board of Apprenticeship Training (Western Region), Mumbai, 2nd Floor, New Administrative Building, V.N. Purav Marg, ATI Campus, Sion, Mumbai – 400 022. Telephone: 022-24055923/24055635/24053682 Email ID: director.boatwr@gmail.com Time: Between 9:00 AM to 5:30 PM from Monday to Friday (except Public holidays).</p>
<p>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</p>	<p>Yes, uploaded on web portal.</p>
<p>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</p>	<p>Use of the most effective means of communication</p> <ol style="list-style-type: none"> (i) Internet (website) <ol style="list-style-type: none"> 1) www.mhrdnats.gov.in (common for all four BOATs/BOPT) and 2) www.apprentice-engineer.com
<p>Form of accessibility of information manual/handbook [Section 4(1)(b)]</p>	<p>Information manual/handbook available in</p> <ol style="list-style-type: none"> (i) Electronic format
<p>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</p>	<p>List of materials available</p> <ol style="list-style-type: none"> (i) Free of cost

E.Governance

Item	Details of disclosure
Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form: Apprenticeship Contract Registration Card, Claims and details of establishments notified.
	(ii) Name/ title of the document/record/ other information: Apprenticeship Contract Registration Card, Claims and details of establishments notified.
	(iii) Location where available Website : www.mhrdnats.gov.in
Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty Board of Apprenticeship Training (Western Region), Mumbai 2 nd Floor, New Administrative Building, V.N. Purav Marg, ATI Campus, Sion, Mumbai – 400022.
	(ii) Details of information made available Apprenticeship Contract Registration Card, Claims and details of establishments notified.
	(iii) Working hours of the facility 9:00 AM to 5:30 PM from Monday to Friday (except public holidays)
	(iv) Contact person & contact details (Phone, fax email) Contact Person : Director of Training Board of Apprenticeship Training (Western Region), Mumbai, 2 nd Floor, New Administrative Building, V.N. Purav Marg, ATI Campus, Sion, Mumbai – 400 022. Telephone: 022-24055923/24055635/24053682 Email ID: director.boatwr@gmail.com

Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism: Shri. V.V. Deshmukh, Assistant Director of Training, nominated as Public Grievance Officer to handle the cases. Shri. V.V. Deshmukh, Assistant Director of Training is the authority for settlement of Grievances as Public Grievance Officer, in coordination with other officers, and under the guidance of Director of Training.
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