

ADMINISTRATIVE DETAILS

FUNCTIONS

Institute for Autoparts Technology, Ludhiana was set up in the year 1994 by the Punjab Government with the assistance of United Nations Industrial Development Organization (UNIDO) / UNDP. UNDP made the inputs of Imported Plant, Machinery, Foreign Experts, National Experts & Training to the National Staff. The UNDP input to the project was US\$ 4.1 millions. Punjab Govt., contribution to this project was Rs. 439.30 lacs. in the shape of Land, Building and general purposes Indigenous Plant, Machinery & equipment. This Institute was incorporated as "Institute for Autoparts & Hand Tools Technology, Ludhiana" in the year 2007. At present, the total manpower working in the Institute is 54 employees and 05 Trainees.

The Institute is primarily assisting MSME's in Auto Component & Hand Tools sectors to help them upgrade their Technology and Product Quality. The facilities established at the Institute are in the areas of 'Total Quality Management', 'Testing and Evaluation', 'Inspection & (Linear Measurement) Calibration' 'Design & Development', 'Manufacturing Process', 'Computer Aided Engineering, 'Non-Destructive Testing' (NDT) and 'Reverse Engineering'.

The Institute provides Major Technological Services to Manufacturing Sector in Auto Components, Hand Tools and General Engineering Industry. Details are as follow:

- Testing, Metrology & Calibration.
- Tool Room & Precision Manufacturing.
- Heat Treatment of Alloys.
- Design, Development and Reverse Engineering.
- Non-Destructive Testing & VTP Training Programmes.
- HRD, Short Term Training Courses.

The Institute has Cutting Edge in the following latest Technologies, which are also unique one for the Region:

- Reverse Engineering, Advanced Metrology and Rapid Prototyping.
- Non-Destructive Testing.
- Cryogenics, Vacuum Hardening and Advanced H.T. Processing.
- White Light Scanner & RPT Machines.
- Common Facility of mfg. Thin Walled Socket Wrenches.
- NABL Accredited Testing & Calibration Labs as per ISO 17025:2017.
- BIS certified Testing Labs.
- AERB certified Radiography Institution.
- ISO 9001-2015 certified Institute.
- ISO 50001-2018 certified Institute.
- ISO 21001-2018 certified Institute.
- GOI, approved Business Incubator.

NORMS FOR THE DISCHARGE OF THE FUNCTIONS
(Under Section 4(1)(b)(iv) of Right to Information Act 2005).

The norms for discharge of functions that have to be followed are prescribed in the standing orders of IAHT, LUDHIANA

Important norms are as follows:

1. Tool Room and Heat Treatment Deptt. are running in shift basis and the Design & Development, Trainings, Testing Labs, and Administrative Office in General Shift.
2. The working hours of the Administrative Office are 9 A.M. to 5 P.M.
3. The working hours for shift are: A shift: 6 A.M. to 2 P.M., B shift: 2 P.M. to 10 P.M. & C shift: 10 P.M. to 6 .00 AM.
4. IAHT remains closed on all Sundays and other declared holidays. Officers and staff of Tool room and heat Treatment follow staggered weekly off in tune with power weekly off declared by PSPCL from time to time.
5. All the employees are expected to be in his/her seat and to start work in time unless he/she has previously obtained such permission for late attendance.
6. All employees have to register their attendance through the Attendance Card at the entrance both for incoming and outgoing.
7. Strict measures are taken by the Administrative authorities for enforcement of punctuality.
8. 30 Minutes lunch break is availed by all employees working in the Institute.
9. An up to date list of addresses of all the employees is maintained in the Administrative Section.
10. Each employee is responsible for the work assigned to him/her.
11. Each employee is responsible for all official papers and articles belonging to the office which are entrusted to him/her for official purpose.
12. Each employee is expected to exercise the same vigilance in reduction of expenditure as his/her own money.
13. No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its advantage.
14. The authority concerned will have to get public interest uppermost in its mind while making a procurement decision.
15. Each employee is required to maintain absolute integrity at all times.
16. Each employee is required to maintain absolute devotion to duty at all times.
17. Each employee is required to render prompt and courteous service to the public.
18. Each employee is required to act in accordance with the Society Rules & Regulations.

INSTITUTE FOR AUTOPARTS & HAND TOOLS TECHNOLOGY, LUDHIANA.

CONSTITUTION OF GOVERNING COUNCIL VALID UP TO 08/02/2025.

S. NO	NAME OF THE MEMBER & ORGANISATION	POSITION
1.	Sh. DPS Kharbanda IAS, Director, Industries & Commerce (Pb), Chandigarh.	Chairman
2.	Sh. Vishav Bandhu, Joint Director –Vice Chairman, Directorate of Industries & Commerce (Pb), Chandigarh	Vice-Chairman
3.	Resident Representative, UNDP, 55, Lodi Estate, New Delhi.	Member
4.	The Dev. Commissioner (MSME), New Delhi.	Member
5.	The Deputy Secretary, Deptt. of Finance, Pb. Civil Secretariat, Chandigarh.	Member
6.	Sh. Rakesh Kumar Kansal, General Manager, D.I.C., Ludhiana.	Member
7.	Sh. G.S. Kahlon, President, Auto Parts Manufacturers Association (India), Ludhiana.	Member
8.	Sh. S.C. Ralhan, President, Ludhiana Hand Tools Association, Ludhiana.	Member
9.	Sh. Parveen Chadha, MD M/s. Shiv Forging, Ludhiana.	Member
10.	Sh. Ashok Gupta, MD M/s. Osho Tools Pvt. Ltd., Ludhiana.	Member
11.	Sh. Upkar Singh Ahuja, M.D. M/s. New Swan Auto Comp. (P) Ltd., Ludhiana.	Member
12.	Ms. Sandeep (Minnie) Riat, M.D. M/s. Akal Spring Limited, Ludhiana.	Member
13.	Sh. J. S. Bhogal, VP, M/s. Farmparts Company, Ludhiana.	Member
14.	Sh. Pankaj Sharma, Director, M/s. Osha Tools Pvt. Ltd., Ludhiana.	Member
15.	Sh. Prithvi Bassi, MD M/s. Moonlight Auto Pvt. Ltd., Ludhiana.	Member
16.	Dr. Sanjeev Katoch General Manager, IAHT, Ludhiana.	Member Secretary

THE RULES, REGULATIONS INSTRUCTIONS ETC. HELD BY IAHT OR UNDER ITS CONTROL USED BY ITS EMPLOYEES FOR DISCHRGING ITS FUNCTIONS.

(Under Section 4(1)(b)(v) of Right to Information Act 2005).

The Rules, Regulations and other records held by IAHT, Ludhiana are as under:

- ❖ Memorandum of Association and Rules & Regulations of the Society.

In addition IAHT, Ludhiana follows Rules, Regulations, instructions and orders etc. issued by Governing Council or the Chairman of G.C. of IAHT from time to time.

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IAHT, LUDHIANA OR UNDER ITS CONTROL

(Under Section 4 (1)(vi) of right to Information Act 2005)

The categories of documents that are held by the Center office are as under:

1. Society registration certificate.
2. Memorandum of Association and Rules and Regulations.
3. Standing Orders.
4. Recruitment Rules.
5. Agenda and Agenda Notes and Minutes of the Governing Council.
6. List of members with address of Governing Council.
7. Standardized functional files indexes including its file numbering system relating to its Sections.
8. Schedule period of retention for records.
9. Annual Audit Reports of the Society.

STATEMENT OF BOARDS, COMMITTEES AND OTHER BODIES CONSISTING TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE MEMBERS OF ITS DIVISIONS AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

(Under Section 4(1)(b)(vii) of Right to Information Act 2005)

The various Committees / Councils/Committees constituted and functioning in this office are as follows:

The Governing Council normally meets once in a year and approves the Audited Annual accounts, Annual Report and other matters approved by the Governing council. General Manager is the Member Secretary of the Governing Council.

- 1. Governing Council:**It consists of not less than 16members nominated by the Govt. of Punjab from time to time appoint one or more persons (who need not be a member or members of the Society) to represent them at all or any meeting of the Society. Director, Secretary Industries & Commerce (Pb.) is Chairman of Governing Council and Industrial Advisor-cum-Addl. D. I. & C. Punjab as Vice-Chairman. General Manager is the member Secretary of Governing Council. The Governing Council approves the plan and projections, budget and expenditure and formulates policies for the Society. The detail powers of the Governing Council are prescribed in the Memorandum of Association and Rules Regulations of the Society.
- 2. Purchase Committee:**There are Purchase Committees to regulate the purchases of the Society. Officials from Govt. of Punjab, Governing council member, outside expert and officials of IAHT are the members in the Purchase Committee.
- 3. Tender Committee:**It consists of officials from Marketing, Design, Testing, Heat Treatment and Tool Room Deptt. It advises on finalization of quotations of IAHT submitted to the customers.

From 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
(See rule 3)

I.D. NO _____

(For officials only)

To

The Competent authority,

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1. Name of the applicant :

2. Address :

3. Particulars of Information.

(a) Concerned department :

(b) Particulars of information required.:

i) Details of Information required :

ii) Period for which information asked for :

iii) Other details :

4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.

5. A fee of Rs. _____ has been deposited in the office of the competent authority vide no. _____ dated _____.

Place.....

Signature of applicant

E-Mail address, if any.....

Tel. No. (Office).....

Residence.....

Date.....

ACKNOWLEDGEMENT OF APPLICATION

I.D.No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11A.M. to 1P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. The applicant may also consult Web-site of the department from time to time to ascertain the status of the application.

Signature and Stamp of the Authority accepting the application.

Dated.....

E-mail address:

Web-site:.....

Tel. No.....

INSTITUTE FOR AUTOPARTS & HAND TOOLS TECHNOLOGY, LUDHIANA-141010.
(A Punjab Government owned Registered SOCIETY)

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

No.F. _____

Date: _____

To,

Dear Sir/Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____.

2. The requested information does not fall within the jurisdiction of this competent Authority and, therefore, your application is being referred herewith to Shri _____

3. This is supersession of the earlier acknowledgement given to your on _____.

Yours faithfully,

Competent Authority.

E-mail address:-----

Web-site:.....

Tel.No:.....

INSTITUTE FOR AUTOPARTS & HAND TOOLS TECHNOLOGY, LUDHIANA-141010.
(A Punjab Government owned Registered SOCIETY)

Form 'C'
Rejection Order
(See rule 8 & 9)

From _____
No.F. _____
Dated: _____

To _____

Sir/Madam,

Please refer to your application I. D No. _____ dated _____ Addressed to the undersigned regarding supply of information on :

2. The information asked for cannot be supplied due to following reasons:-

- i).....
- ii).....

3. As per Section 7(8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

E-mail address: -----

Web-site:.....

Tel. No:.....