

**Compliance of Section 4 of RTI  
Deptt./Office : Vice Chancellor’s Office  
Ch. Devi Lal University, Sirsa.**

<b>Section detail</b>	<b>Provisions of sections</b>	<b>Information required to be disclosed.</b>
4.1.b. (i)	The particulars of its organization, functions and duties	1. Room No. 9,10,11, Lal Bahadur Shashtri Administrative Block, University Campus, CDLU, Sirsa. 01666-248052 (O), 01666-248123 (Tel-Fax), Email : <a href="mailto:vcdlusirsa@gmail.com">vcdlusirsa@gmail.com</a> . 2. Disposal of files received from various offices & departments. 3. Attached at Annexure – ‘A’.
(ii)	The power and duties of its officers and employees	1. As per Annexure – ‘A’.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	The file are received from various offices/departments and the decisions are taken by the competent authority as per rules.
(iv)	The norms set by it for the discharge of its functions	The decision are taken as per rules and regulations.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The files are received from various offices/departments alongwith relevant rules & instructions and the same are taken into consideration at the time of taking decision in the matter.
(vi)	A statement of the categories of documents that are held by it or under its control	Not concerned with this office.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulations of its policy or implementation thereof	Not concerned with this office.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Not concerned with this office.

(ix)	A directory of its officers and employees	<table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Name of the Employees</th> <th rowspan="2">Designation</th> <th colspan="2">Telephone Numbers</th> </tr> <tr> <th>Office</th> <th>Resi.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Prof. Vijay K. Kayat</td> <td>Vice-Chancellor</td> <td>248052</td> <td>247600</td> </tr> <tr> <td>2</td> <td>Sh. Kuldip Kumar</td> <td>Assistant Registrar (Additional Charge)</td> <td>-</td> <td>-</td> </tr> <tr> <td>3</td> <td>Sh. H.L. Sharma</td> <td>PS to Vice-Chancellor</td> <td>248052</td> <td>-</td> </tr> <tr> <td>4</td> <td>Sh. Hemant Kumar</td> <td>Assistant</td> <td>-</td> <td>-</td> </tr> <tr> <td>5</td> <td>Sh. Manoj Kumar</td> <td>Assistant</td> <td>-</td> <td>-</td> </tr> <tr> <td>6</td> <td>Sh. Suresh Kumar</td> <td>Driver</td> <td>-</td> <td>-</td> </tr> <tr> <td>7</td> <td>Sh. Kamal</td> <td>Cook</td> <td>-</td> <td>-</td> </tr> <tr> <td>8</td> <td>Sh. Sushil Kumar</td> <td>Watchman</td> <td>-</td> <td>-</td> </tr> </tbody> </table>			Sr. No.	Name of the Employees	Designation	Telephone Numbers		Office	Resi.	1	Prof. Vijay K. Kayat	Vice-Chancellor	248052	247600	2	Sh. Kuldip Kumar	Assistant Registrar (Additional Charge)	-	-	3	Sh. H.L. Sharma	PS to Vice-Chancellor	248052	-	4	Sh. Hemant Kumar	Assistant	-	-	5	Sh. Manoj Kumar	Assistant	-	-	6	Sh. Suresh Kumar	Driver	-	-	7	Sh. Kamal	Cook	-	-	8	Sh. Sushil Kumar	Watchman	-	-
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(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	- Nil -																																																	
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	- Not Applicable -																																																	
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	- Not Applicable -																																																	
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not concerned with this office.																																																	

(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	- Not Applicable -
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, iif maintained or public use	- Not Applicable -
(xvi)	Such other information as may be prescribed and thereafter update these publications every year	- Not Applicable -
4.1.c.	Public all relevant facts while formulating important policies or announcing the decisions which affect public	- Not Applicable -
4.1.d.	Provide reasons for its administrative or quasi-judicial decisions to affected	- Not Applicable -

Sd/-  
P.S. to Vice Chancellor