

**Compliance of Section 4 of RTI
Deptt./Office : Transport Office
Ch. Devi Lal University, Sirsa.**

Section detail	Provisions of sections	Information required to be disclosed.
4.1.b. (i)	The particulars of its organization, functions and duties	<ol style="list-style-type: none">1. Room No. 9, Lal Bahadur Shashtri Administrative Block, University Campus, CDLU, Sirsa. Repair & Maintenance of the vehicles, which are under the charge of this University.2. Powers as assigned under the rules are used and duties are performed as Branch Officer.3. (a) Sh. H.L. Sharma (Additional Charge) – To work as Transport Officer. (b) Sh. Hemant Mehta (Additional Charge) – To work as Assistant. (c) Sh. Dalip Singh, Clerk (Outsourcing) – To work as Clerk.
(ii)	The power and duties of its officers and employees	<ol style="list-style-type: none">(1) Sh. H.L. Sharma – To perform duties of Transport Officer.(2) Sh. Hemant Mehta – To perform duties of Assistant and deal with files.(3) Sh. Dalip Singh – To perform duties of Clerk.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	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 office act according to the rules & regulations of the university.
(vi)	A statement of the categories of documents that are held by it or under its control	<ol style="list-style-type: none">(1) Log Books of the vehicles.(2) ECR of the vehicles.(3) Repair & Maintenance Registers of the vehicles.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of	Not concerned with this office.

	the public in relation to the formulations of its policy or implementation thereof																														
(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>Telephone Numbers</th> </tr> <tr> <th>Office</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh. H.L. Sharma</td> <td>Transport Officer (Additional Charge)</td> <td>-</td> </tr> <tr> <td>2</td> <td>Sh. Hemant Kumar</td> <td>Assistant (Additional Charge)</td> <td>-</td> </tr> <tr> <td>3</td> <td>Sh. Dalip</td> <td>Clerk</td> <td>-</td> </tr> <tr> <td>4</td> <td>Sh. Arvind Dev</td> <td>Driver</td> <td>-</td> </tr> <tr> <td>5</td> <td>Sh. Balwinder Singh</td> <td>Driver</td> <td>-</td> </tr> <tr> <td>6</td> <td>Sh. Mahender Singh</td> <td>Driver</td> <td>-</td> </tr> </tbody> </table>	Sr. No.	Name of the Employees	Designation	Telephone Numbers	Office	1	Sh. H.L. Sharma	Transport Officer (Additional Charge)	-	2	Sh. Hemant Kumar	Assistant (Additional Charge)	-	3	Sh. Dalip	Clerk	-	4	Sh. Arvind Dev	Driver	-	5	Sh. Balwinder Singh	Driver	-	6	Sh. Mahender Singh	Driver	-
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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	- Not Applicable -																													

	beneficiaries of such programmes	
(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, if 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/-
Transport Officer