

Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)

Department of Economics

Pro-active/suo-moto disclosure u/s 4 of the RTI Act.

i) Particulars of the Organization, its functions & duties:

The Department is running various teaching and research courses of higher education as like M.Sc. Hons. (5 years) , M.A. Economics, M.Phil (Regular) and Ph. D in Economics. The Department is also monitoring and implementing various schemes of higher education of CDLU, Sirsa, UGC and HRD ministry, Govt. of India.

The Department performs the duty of compiling annual performance of all the activities. The Department also submits Research proposals/Projects to various funding agencies as like UGC, DRDA & Haryana Govt. The Department also encourages the students for quality education and knowledge for their employment.

ii) The powers and duties of its officers and employees:

- a) Chairperson: Administrative and financial powers are vested in him/her. He acts as Head of the Department. All the officers' employees are working under his /her control and supervision.
- b) Associate Professors/Readers and Assistant Professors/Lecturers have their duties to teach and guide for research to the students and they are also helping in the administrative financial and policy matters of the Department.
- c) The Clerk-Cum-DEO is to maintain the office record and for preparing the files of all kinds.
- d) Peon is to carry the files, dak and circulars from one to other officials/Officers of the Department.

iii) The procedure followed in the decision making process:

- a) Decision making in either by the Chairperson or by the Staff Council.
- b) Supervision and accountability is either performed by the Chairperson or by the Staff Council.

iv) The norms set for the discharge of duties:-

All the functions of the Department are carried out during the office hours on all working days.

v) The rules, regulations , instructions, manuals and records held by it or under its control or used by its employees for discharging its function;

The Department works on the basis of rules, regulations and instructions of the University Act, Calendar, ordinance, State Govt., UGC, HRD Ministry (Govt. of India) etc.

- vi) A statement of the categories of documents that are held by it or under its control:

Generally almost all the records of documents relating to the students are kept by the Department.

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Besides this, the copy of rules and regulations, instructions, notifications, notices of the duties, files related to students etc. are also available in the office of the Department.

- vii) The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of it policy or administration there of. No such arrangement exists in this Department.
- 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;

No committee/council/board/body exists in the Department for holding meeting with the public by the Department.

- ix) A directory of its officers and employees:

Sr. No.	Name	Designation	Contact No.
01	Dr. Abhey Godara 247132(O)	Reader & Chairperson	
02.	Dr. Manoj Siwach	Reader	-do-
03.	Sh. Rohtas	Lecturer	-do-
04.	Sh. Ashok Bhatia	Teaching Associate	-do-
05	Sh. Sunil Kumar	Teaching Associate	-do-
06.	Sh. Bal Krishan	Teaching Associate	-do-
07.	Mrs. Surekha Jindal	Teaching Associate	-do-
08.	Ms. Usha	Teaching Associate	-do-
09.	Sh. Anil Kumar	Steno-Typist	-do-

The detail of members of Departmental Research Committee is as under:-

Outside Member:-

- i) Prof. Sucha Sing Gill, Member
Department of Economics,
Punjabi University, Patiala (Punjab)

Internal Member:-

- i) Dr. Abhey Singh Godara, Reader & Chairperson
Convener

- ii) Dr. Manoj Siwach, Reader
Member
- iii) Supervisor of Scholar
Member

x) The detail of members of Post Graduate Board of Studies and Research is as under:-

Outside Member:-

- i) Prof. N.K. Taneja, Vice-Chancellor
CCS University, Meerut Member
- ii) Prof. Sharanjit Singh Dhillon
Punjab School of Economics,
Guru Nanak Dev University,
Amritsar Member

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Internal Member

- i) Dr. Abhey Singh Godara, Reader & Chairperson
Convener
- ii) Dr. Manoj Siwach, Reader Member
- iii) Sh. Rohtas, Lecturer Member

xi) **The detail of members of Staff Council is as under:-**

- i) Dr. Abhey Singh Godara, Reader & Chairperson
Convener
- ii) Dr. Manoj Siwach, Reader Member
- iii) Sh. Rohtas, Lecturer Secretary

xii) The detail of the information is available in the office in the form of hard copy as well as on the University Website.

xiii) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
The facilities available to the citizens for information are notice boards, office contact and on University website.

No such library or reading room is available in the Department.

xiv) The particulars as mentioned above are hereby placed for the information of public at large. In addition to the above, in case, any person wishes to obtain any further information pertaining to the functioning of this Department. He/ she may contact the above mentioned officers.

Chairperson