



CONSTRUCTION BRANCH
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

PRO-ACTIVE/SUO-MOTO DISCLOSURE U/S 4 OF THE RTI ACT

(i) a. The construction branch is located near shopping complex & opposite Tagore Bhawan at Chaudhary Devi Lal University, Sirsa. The Construction Branch is maintaining all the record relating to Construction activities such as Tender Register, Quality Control Register, Material at Site Register, Consumption Register, Estimates of the works, DNIT's, Technical Sanctions, Work Register, Contractor Ledger, Security Register, Taxes Register, Diary, Dispatch, Leaves Register etc. with other documents/files of construction branch which are being used in the construction activities.

(b) **Particulars of the organizations, its functions and duties:-**

The Construction Branch is a part of the University which is an agency for executing and monitoring the construction works in the University. The Construction Branch prepares estimates on the basis of proposals received from the departments. All the construction works are carried out in the university campus as per PWD specifications. All the information's related to tenders are made available time to time at university web site.

ii **The powers and duties of its Offices and Employees:-**

The Executive Engineer is responsible for supervision and control of construction branch. The Sub-Divisional Engineers/ Divisional Accountant / Head Draftsman /Junior Engineers/Draftsman/ Tracer/clerks are responsible for their respective jurisdictions.

iii **The procedure followed in the decision making process, including channels of supervision and accountability**

Sub-Divisional Engineer/ Head Draftsman/ Divisional Accountant/Draftsman/Tracer/Clerks submit proposals/matters to the HOD i.e. Executive Engineer to take the decisions up to his competency and the matter beyond his competency are decided by the Vice-Chancellor / Technical Advisor (Redt. E.I.C.) / Registrar. The matter relating to the monitoring or implementation of all the construction works are dealt by the Sub-Divisional Engineer/ Junior Engineer on sites under the supervision of the Executive Engineer/Technical Advisor. The work of Drawing and Design, Detailed Estimates, DNIT etc. are dealt by the Head Draftsman under the supervision of the Executive Engineer. However, accountability matters relating to funds are dealt by the Divisional Accountant under the control of the Executive Engineer/Finance Officer/Accounts Officer. There is Resident Audit Scheme in operation in the University and each and every expenditure is verified by the Auditors/RSA/ DD (Audit) of Local Audit Department.

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

All the functions of the Construction Branch 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 under by its employees for discharging its functions:-**

The construction branch works on the basis of rules and instructions of the University and PWD B&R, Haryana.

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

All the documents relating to the construction works under the control of the Executive Engineer being HOD. As far as the record of construction files, agreements, M.Bs., Drawings, Detailed Estimates etc. are lying with Sub-Divisional Engineer / Divisional Accountant/ Head Draftsman/ Junior Engineer/ Draftsman/Tracer/Clerks etc.

- Vii **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-**

Technical Advisor i.e Retired, Engineer-In-Chief (PWD (B&R), Haryana has been appointed by the University.

- Viii **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its parts 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/ councils / boards/ bodies exist in the branch for holding meeting with the public by the branch. However, a NIGRANI Committee comprising of 7 members has already been constituted by the Vice-Chancellor for inspecting the construction works in the University. A Tender Committee is also there which deliberate & recommends all the tender cases.

- ix **Particulars its Officers and employees:-**

In the construction Branch, there is one division and three sub-divisions. The following regular staff is working in the division and sub divisions of the construction branch:-

(A) Division

Sr.No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Rakesh Kumar	Executive Engineer	01666-239803	98963-23322
2	Sh. Pardeep Kumar	Divisional Accountant	--do--	92555-71586
3	Sh. Virender Kumar	Head Draftsman	--do--	95412-98881
4	Sh. Dinesh Kumar	Draftsman	--do--	94663-72083
5	Sh. Anil Kumar	Tracer	--do--	94665-30182

(B) Sub-Division (Civil)

Sr. No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Rakesh Kumar Godara	Sub-Divisional Engineer	01666-239844	98963-23322
2	Sh. Rajat Kumar	Junior Engineer	--do--	96711-00088
3	Sh. Parveen Kumar	Junior Engineer	--do--	98124-60435
4	Sh. Mulakh Raj	Driver	--do--	94162-41725

(C) Sub-Division (Electrical)

Sr. No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Surinder Singh	Sub-Divisional Engineer	01666-239840	94164-03900
2	Sh. Sushil Kumar	Junior Engineer	--do--	94667-32407

(D) Sub-Division (Public Health)

Sr. No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Rakesh Kumar Godara	Sub-Divisional Engineer	01666-239844	98963-23322
2	Sh. Ashok Kumar	Junior Engineer	--do--	94166-22827

- X **The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:-**

Allocation for the year 2015-16

		(Rs. In Lacs)
Sr. No.	Head of Account	Approved Budget Estimates 2015-16
1	2	3
1	Construction of Administrative Block	220.00
2	Construction of Multipurpose Hall	30.00

3	Addition & Alteration	45.00
4	Maintenance of various Buildings	50.00
5	Horticulture & Landscaping work	40.00
6	funds required for Miscellaneous completed works	10.00
7	Construction of Electrical indoor sub station including building work	120.00
8	Installation of LT Panels at Hostels	5.00
9	Installation of LT Panels at residential area	10.00
10	Repair and mtc of machinery & equipment	10.00
11	Construction of Teaching Block No.3	620.00
12	Construction of Girls Hostel No.3 (for OBC students)	525.00 140.00
13	Constructions of various categories of residential houses i.e H, C, D, E, F type houses	550.00
14	Furnishing work in MP Hall (i) Squash Court (ii) Sports Flooring (iii) Furniture for MP Hall	100.00
15	Construction of Boundary Wall & raising of existing boundary wall	60.00
16	Construction of main store & Transport office and Garage etc.	50.00
17	Fire fighting system for the university campus	25.00
18	Sports equipments & furniture	20.00
19	Providing installation & commissioning of street light & Solar Water Heater for Girls, Boys hostel, Guest House and VC residence	30.00
20	Recycling of the STP Water	10.00
21	Construction of Day Care Centre	20.00
	Total	2690.00

Xi The matter of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

No such arrangement/facilities exist in this Branch.

Xii Particulars of recipients of concessions, permits or authorizations granted by it:-

No such arrangement/facilities exist in this branch.

Xiii Details in respect of the information, available to or held by it, reduced in an electronic form:-

All the records/information is available in documentary form at construction branch. However, tender notice of the construction work is uploaded on the university web-site.

Xiv 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:-

No library or reading room is available in the branch. However, the information related to this branch can be obtained during the working hours on any working day through SPIO of the University.

Xv The names, designations and other particulars of the public information officers:-

Dr. Raj Kumar Salar, Chairperson, Deptt. of Bio-Technology is working as State Public Information Officer, CDLU, Sirsa.

Xvi Such other information as may be prescribed; and thereafter update these publications every year:-

In addition to above, any further information relating to this branch can be obtained from the Executive Engineer through SPIO, CDLU, Sirsa.