



UNIVERSITY HEALTH CENTRE
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) Particular of the Organisation, its functions & duties;

(A) Situation of office :- Room No. 101-105 Shopping Complex, CDLU, Sirsa.

(B) Officer/Employee in the Health Centre

a. Dr. Shafali	Medical Officer	01666-239801
b. Mrs. Renu sharma	Staff Nurse	-do-
c. Surjeet kumar	Pharmacist	-do-
d. Sh. Dharam pal	Lab. Technician	-do-

(C) Functions:- Consultation, Dispensing of Medicines, Laboratory tests, referral, First-Aid, etc

The time of the is as under:-

8:00 am to 12:00 noon and 2:30 pm to 5:00 pm (Monday to Friday)

Saturday- 8:00 am to 12:00 noon (2nd Saturday off)

(ii) The procedure followed in the decision making process, including channels of supervision and accountability;

(A) Decision making

Laboratory Technician/pharmacist/Staff Nurse submit matters to the Head of Department i.e. Medical Officer to take the decisions upto her competency and the matters beyond her competency are decided by the Registrar & the Hon'ble Vice-Chancellor.

(B) Channels of Supervision and accountability;

Directins= Vice-Chancellor –Registrar-Medical Officer-Staff nurse- Pharmacist- Lab technician.

Sanction=Lab Technician-Pharmacist-Staff Nurse- Medical Officer – Registrar – Vice – Chancellor

(iv). The norms set for the discharge of duties;

The office discharges its duties and functions as stated at point no.1(C) under the kind control and direction of the Hon'ble Vice-Chancellor and Worthy Registrar.

(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 department works on the basis of rules and instructions of the University:-

(A) University Clender.

- (B) University account code.
- (C) The decision of Executive Council
- (D) Medical Attendance Rule Book.

The office is maintaining the record of patients, medicines, Lab. tests etc.

The record of medicines is maintained by staff nurse & pharmacist while the record related to laboratory is maintained by lab. technician. The remaining record is maintained by the lab. technician, staff nurse & pharmacist.

(vi) A directory of its officers and employees;

a. Dr. Shafali	Medical Officer	01666-239801
b. Mrs. Renu sharma	Staff Nurse	-do-
c. Surjeet kumar	Pharmacist	-do-
d. Sh. Dharam pal	Lab. Technician	-do-

(vii) Facility for information seekers

The office record as well as information regarding the office is provided to the seekers as and when needed, with the approval of the authority.

(viii) Other specific work as directed by the authority.

Lab. Technician

Staff Nurse

Pharmacist

MEDICAL OFFICER