



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

No./Regr./2015/_____

Dated: _____

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

To

Incharge University Website,
I.T. Cell,
Chaudhary Devi Lal University,
Sirsa.

Sub: Regarding Suo-moto/Pro-active Disclosure on University Website (www.cdlu.ac.in).

Madam,

Kindly refer to letter No. SPIO/2015/2023-2079 dated 08-07-2015 on the subject cited above. The required information is as under:

- i) The Registrar Office is situated at Lala Lal Bahadur Shastri, Administrative Block, Ground Floor, Chaudhary Devi Lal University, Sirsa.
- ii) The following officials are working in the Registrar's office on regular basis:

Sr. No.	Name	Designation	Office/Resi. Phone Nos.
1.	Dr. Manoj Siwach	Registrar	01666-239819 (O), 247049 (F)
2.	Sh. Parveen Kumar	Assistant	01666-239819
3.	Sh. Suresh Kumar	SSS	01666-239819
4.	Sh. Surender Kumar	Clerk	098965-18066 (M)
5.	Sh. Jagdeep Singh	Watchman	094660-62780 (M)

- iii) **Dealing Work:** The office is deal with administrative/supervisory work of the University (departments/offices).
- iv) **Discharge of duties and norms:** The office acts as per guidelines of the University Act, Calendar, Executive Council, Academic Council and Rule Regulations/ directions of the Government and UGC received from time to time.
- 2) **Record of the office:** Stock Register, Files, Dak Receipt Register and Dispatch Register.
- 3) **Facility for information seekers:** The office records and provides information regarding the office to the seekers as and when needed, with the approval of competent authority.
- 4) **Channel for Supervision:** The Registrar is the Administrative Head of the University and discharges his duties under the kind directions of the Hon'ble Vice-Chancellor.

In addition to above, in case, any person wishes to obtain any further information through R.T.I. Act 2005, the same is supplied through S.P.I.O, CDLU, Sirsa or he/she may contact directly to the University officers.

P.A. to Registrar
Chaudhary Devi Lal University,
Sirsa

CC: A copy of the above is forwarded to the SPIO, CDLU, Sirsa for information, please.