

# **CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

(Established by the State Legislature Act 9 of 2003)

Gen/2012/319

Dated: 17.02.2012

To

The State Public Information Officer,  
Chaudhary Devi Lal University,  
Sirsa.

## **Sub: Compliance of Section 4 RTI Act.**

Kindly refer to your office letter No. SPIO/2012/140-82 dated 16.01.2012 on the subject cited above.

Please find enclosed herewith the requisite information relating to this office regarding Section 4 of RTI Act 2005. The required information will be regularly circulated to the University Website Incharge and will be displayed on notice board for public information.

1. Situation of office: - Administrative Block, South West Hall at 2<sup>nd</sup> Floor, Vivekananda Library Building, CDLU, Sirsa.
2. Officer/ Official in the General Branch on regular basis

<b>Name of the Officer/ Official</b>	<b>Designation</b>	<b>Phone/ Mobile No.</b>
Sh. S.K.Vij	Estate Officer	239803 (Office) 99960-17002
Sh. Ram Narain	Assistant Registrar	239822 (Office) 94169-25663
Sh. Bajrang Lal	Superintendent	94677-04040
Sh. Mahender Pal	Assistant	97282-84227
Sh. Ram Pal	Assistant	94667-42995
Sh. Sumer Chand	Assistant	94164-75972
Sh. Satbir Singh	Steno Typist	78765-24636
Sh. Manjeet Singh	Daftri	97295-52037
Sh. Malakh Raj	Driver	94162-41725
Sh. Balvinder Singh	Driver	94664-04894
Sh. Suresh Kumar	Driver	94161-42693
Sh. Rajesh Kumar	Cook	90503-58274
Sh. Lilu Ram	Peon	94662-31252
Sh. Subhash Chander	Watchman	94162-52800
Sh. Surender Singh	Watchman	98131-32750
Sh. Sukhvinder Singh	Watchman	92544-98583
Sh. Rohtash Singh	Watchman	97283-83659
Sh. Prithvi Singh	Watchman	94676-07794
Sh. Pawan	Watchman	80590-09831
Sh. Sandeep Kumar	Watchman	99929-76422

3. **Dealing work**

The General Branch of the University deals with making purchase of the various articles of different categories required by the Teaching Department and various administrative Offices. It also deals with Transport System of University Vehicles. General Branch also looks after the University Guest House, Seminar Hall, and House Allotment for the Teaching & Non-Teaching staff of the University. The branch is also dealing with security of University main gate-I through Regular Watchmen.

The work of outsourcing Agency for supply of manpower of various categories in the University is also undertaken by the General Branch. In order to streamline the various duties assigned to the General Branch, the work has been distributed to various employees to make the Branch more efficient.

4. **Discharge of duties and norms.**

The office discharges it's duties and functions on the subject matter given at point No. 3 under the kind control and direction of the Hon'ble Vice-Chancellor and worthy Registrar as per the provisions of University Act. University Calendar, The Executive Council decisions and other rules as applicable.

5. **Facility for information seekers**

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

6. **Channel of supervision**

**Direction:-**

Vice-Chancellor ➔ Registrar ➔ Estate Officer ➔ Assistant Registrar (Gen)  
➔ Superintendent ➔ Assistant ➔ Steno/ Daftri/ Peon/ Watchmen

**Sanctions:-**

Watchmen /Peon /Daftri / Steno ➔ Assistant ➔ Superintendent ➔ Assistant Registrar (Gen) ➔ Estate Officer ➔ Registrar ➔ Vice-Chancellor

7. **Other**

The information called through RTI Act-2005 is supplied through SPIO, CDLU, Sirsa.

This is for you information & necessary action, please.

**Estate Officer**

Endst. No. Gen/2012/ \_\_\_\_\_

Dated \_\_\_\_\_

A Copy of the above is forwarded to the following for information and necessary action:-

1. Incharge University Website. The requisite information data in CD is hereby sent to you for taking further necessary action.
2. P.A to Registrar (for kind information of the Registrar) CDLU, Sirsa.

**Estate Officer**