

**SPORTS COUNCIL**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by State Legislature Act 9 of 2003)



No.CDLUSC/12/\_\_\_\_\_  
Dated \_\_\_\_\_

To

The Website Incharge,  
Chaudhary Devi Lal University,  
Sirsa

**Sub: Compliance of Section 4 of RTI Act, 2005.**

Sir,

Reference to SPIO office letter No. SPIO/12/140-82 dated 16.01.12 on the subject cited above with request to upload the information on the University Website.

The requisite information is given as under:-

**(i) Particulars of the organization, its function and duties;**

The Sports Council, CDLU, Sirsa organize the Inter College tournaments, Trials and select the teams for various All India Inter University tournaments and time to time organize the meetings of Executive Board of Sports Council and Sports Council of CDLU, Sirsa.

**The functions and duties of the Sports Council shall be:**

- To make rules and regulations for the organization, conduct and control of the Chaudhary Devi Lal University Sports Tournaments;
- To interpret and enforce its rules and to give decision and rulings on any point not covered by those rules;
- To frame bye-laws consistent with its rules and to appoint subcommittee(s) if and when necessary, and fix their terms of reference;
- To consider and pass the Annual Budget and the Sports calendar proposed and recommended by the Executive Board;
- To consider and adopt the Annual Reports and Audited Statements of Accounts of the Sports Council and
- To take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objects specified above.

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

Prof. Shamsher Singh is the President of the Sports Council and their functions and duties are given as under:

- To preside over all meetings of the Sports Council and its Executive Board and to discharge such functions as may be assigned to him in that capacity, by Sports Council/Executive Board (in the case of equality of votes the president shall have a casting vote).
- To sanction expenditure upto Rs. 20,000/- for an individual item at a time, and to appoint Purchase committee upto an amount of Rs. 20,000/- for an individual purchase/individual case.
- To allow re-appropriation of funds from one budget head to another and may condone delay in depositing balance amount out of an advance under special circumstances.
- May allow purchase on Single Quotation/Bill basis upto an amount of Rs. 1000/- for an individual item as a special case.
- In an emergency, to take decision to meet the situation in anticipation of approval of the Executive Board, but such decision shall be placed before the next meeting of the Executive Board.
- In case any person holding the office of president leave the office by virtue of which he was holding the post of president, the person appointed in his place will hold the charge only for the remaining period of the term.

**In the absence of President, the person between whom the post of Presidentship rotates, will automatically act as President and preside over the meeting and shall exercise the powers vested in him**

Dr. Ravinder Pal Ahlawat is the Secretary of Sports Council and their functions and duties are given as under:-

- Carry on correspondence on behalf of the Sports Council and give effect to the resolution of the Council as its Executive officer;
- Issue notices of meetings and record minutes of the same and be responsible for their maintenance;
- Be responsible for the maintenance of other records and registers as well as the custody of all the property of the Sports Council;
- Carry out other duties, which may be entrusted to him from time to time;
- Have an imp-rest of Rs. 2000/- each to meet petty expenditure of contingencies to be recouped from time to time;
- Have power to incur expenditure and to appoint purchase committee Rs. 5000/-for an Individual item at a time,
- Be in-charge of the finances of the Sports Council;
- Issue receipts for sums received;
- Make payments in accordance with the rules prescribed by the Sports Council;
- Maintain accounts of the Sports Council funds and present statement of accounts duly audited by the University Auditors;
- Operate upon the accounts of the Sports Council and sign all cheques for all expenditure duly sanctioned and pre-audited;
- Take decision in anticipation of the approval of the President/Executive Board, C.D.L.U.S.C. to meet any emergent situation in discharge of his functions. Such decisions will be placed before the President/Executive Board.

**Assistant Secretary shall function as Secretary in the absence of the latter. The Assistant Secretary shall discharge such duties as may be assigned by the Executive Board.**

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

**(A) Decision making:**

The decisions are taken as per the relevant Act, Statute, Schedule, Executive Board, Sports Council of CDLU and Ordinance of the University.

**(B) Channels of supervisions and accountability;**

The channels of supervision and accountability for various matters are governed by Act, Statute, Schedule, Ordinance, Executive Board and Sports Council of CDLU

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

All functions of the sports council are performed as per the rules, regulations, norms, instructions and directions contained in the concerned statutory source.

**(v) The rules, regulation, instructions, manuals and records, held by it or under its control nor used by its employees for discharging its functions:**

As per the Act, Statute, Schedule, ordinance, calendar and introduction issued by the competent authorities. The rules and regulations are available at University Website [www.cdlu.in](http://www.cdlu.in)

**(vi) A statement of the categories of document that are held by it or under its control;**

Besides document displayed on the University Website, the followings are available in the office:

- Rule Book of the Sports Council
- Minutes of the Executive Board & Sports Council meetings
- Certificates of Inter College & Inter University which are not issued so far
- Various registers :
  - Stock Register(Consumable)
  - Stock Register(Non-Consumable)
  - Advance/Adjustment Register
  - BCR
  - APR
  - Imprest/Miscellaneous Register

- Leave Record Register
- Certificate Issue Register
- Inventory Register
- TA/DA Register
- Cash Book
- Despatch Register
- Letter Received Register
- Kit Item issued Register

**(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;**

No such arrangement exists in the Office.

**(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 advice, 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;**

The minutes of the meeting of the Sports Council and Executive Board of Sports Council, if otherwise not exempted as per the RTI Act, 2005; are open to the public.

**(ix) A directory of its officers and employees**

Sr. No.	Name	Designation	Mob. No.
1.	Prof. Shamsher Singh	President	93545-63085
2.	Dr Ravinder Pal Ahalawat	Secretary	92534-71110
3.	Dr Monika Gupta	Asst. Secretary	94167-82066
4.	Sh. Hans Ram	Football Coach	98965-35931
5.	Smt. Savita Dhanda	Volleyball Coach	98123-74004
6.	Smt. Rashmi	Assistant	94665-60360
7.	Sh. Hitender Soni	Clerk-cum-DEO	99910-85100
8.	Sh. Parveen Kapoor	Peon	90170-27364

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

The remuneration details of each employee are available with Accounts Branch.

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**  
The Estimated Expenditure for the year 2011-12 is Rs. 31,84,500/-.
- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**  
As per rules and regulations circulated by the Govt. as well as University.
- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it**  
As per rules and regulations circulated by the Govt. as well as University.
- (xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form**  
The record is available in documentary form.
- (xv) **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;**  
Any citizen of India can seek information under RTI Act, 2005 as per the prescribed procedure.  
The office does not have its own library or reading room.
- (xvi) **The names, designations and other particulars of the Public Information Officers.**  
There is a separate RTI office in the University.
- (xvii) **Such other information as may be prescribed;**

**Secretary,  
Sports Council,**

**Copy to: SPIO, CDLU, Sirsa for information**