

ACCOUNTS BRANCH
Chaudhary Devi Lal University, Sirsa
(Established by the State Legislature Act 9 of 2003)

No.CDLU/Acc./12/ _____
Dated : - _____

To

The Incharge University Website,
Chaudhary Devi Lal University,
Sirsa.

Sub:- Compliance of Section 4 of RTI Act.

Kindly refer to your office letter No. SPIO/2012/87-129 dated 11-01-2012 on the subject cited above.

The informations as desired vide letter under reference are given as under:-

- 1) **Situation of Office** :- Administrative Block, Vivekanand Library Building, CDLU, Sirsa.
- 2) **Officer/Officials in the Accounts Branch on regular basis.**

Sr. No.	Name of the Officer/Official	Designation	Phone/Mobile No.
1	Sh. Mahinder Singh	Accounts Officer	239834 (Office), 98963-25813
2	Sh. Mandeep Kumar	Section Officer	96713-00288
3	Sh. Darshan Kaushik	Assistant	94662-62842
4	Sh. Suraj Bhan	Assistant	92551-89542
5	Sh. Rakesh Kumar	Assistant	94672-87742
6	Sh. Devender Singh	Accountant	94663-51602
7	Sh. Kuldeep Goyal	Accountant	90177-45046
8	Sh. Kapil Kumar	S.S.S.	93155-99112
9	Ms. Shuchi	Accounts Clerk	99921-77786
10	Sh. Vikas Chawla	Accounts Clerk	98126-34343
11	Sh. Manoj Kumar	Clerk	94660-02282
12	Sh. Bharat Bhushan	Daftri	94166-17936
13	Sh. Harpal	Peon	99969-36969

3) Dealing Work

Budget, Salary of teaching/non-teaching and staff through outsourcing agency posted in CDLU, Sirsa, Payment/Pre-audit of Bills, Fee Collection/Depositing in Bank, Issue of Cheques for Main/UGC/UCDL/SFS Account etc. & other relevant work pertaining to Accounts of the University i.e. Expenditure Register/Income Register/New Pension Scheme/Provident Fund Accounts of Staff/Advance from Provident Fund.

4) Discharge of duties and norms.

The office discharges the duties as mentioned at point No. 3 under the kind control and direction of the Hon'ble Vice Chancellor and the Registrar as per the rules & regulations mentioned in CDLU Calendar & Accounts Code and as per the provisions of University Act, the decisions of Finance Committee, Executive Council & Court.

5) Record of the office

The office maintains record of accounts such as vouchers, cash book, receipt Books, ledger, day book, expenditure register and other relevant record relating to Accounts Branch.

6) 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.

7) Channel for Supervision

Directions = Vice Chancellor – Registrar – Finance Officer – Accounts Officer – Section Officer-Assistant/Accountant/S.S.S./A/cs Clerk/Clerk/Daftri
Sanctions = Daftri/Clerk/A/cs Clerk/S.S.S./Accountant/Assistant-Section Officer– Accounts Officer –Finance Officer – Registrar –Vice Chancellor

8) Other

The information called through R.T.I. Act-2005 is supplied through S.P.I.O., CDLU, Sirsa.

**Accounts Officer
Ch. Devi Lal University,
Sirsa.**

**DA
C.D.**

CC:-

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

