

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Regn. & Scholarship Branch

Pro-active/suo-moto disclosure u/s 4 of the RTI Act.

1. **Situation of office:-** Top floor adjacent with General Branch, South west Block of Vivekananda Library, CDLU, Sirsa.

2. Officer/Employee in the Regn. & Scholarship Branch

- Mrs.Saroj Mehta, Assistant Registrar (Additional Charge) Phone No. 01666-247072
- Sh. Ramesh Chander Hans, Superintendent (Additional Charge)
- Sh. Ram Chander Moury, Assistant (Additional Charge)
- Sh.Subhash Kumar, SSS .
- Sh. Sajjan Kumar, Peon

3. Dealing work

The Branch mainly registers the students in various courses of 16 UTDs and 45 Colleges as per norms of the University and after completion of the course issues the Migration Certificates. The Branch also deal with the Scholarship cases of students of weaker section of UTDs and help to provide the scholarships from various funding agencies/departments.

The timings of the office is as under:-

9:00 AM to 01:30 p.m. and 2:00 p.m. to 5:00 PM (Monday to Friday) Visiting Hours 11.00 a.m. to 12 noon and 3.00 p.m to 4.00 p.m.

4. Discharge of duties and norms

The office discharges its duties and functions on the subject matter of 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, Ordinance-'Doctor of Philosophy', The Executive Council decisions and other rules as applicable from time to time.

5. Record of the office

The office is maintaining the record of students including Ph.D. scholars in Registration Registers as well as scholarships in Scholarship Registers/files in documentary form. The notices/notifications for public information are also being sent to the Incharge Website for uploading on the University. The enrolment status of 2010-11 is at **Annexure-'A'**. The students can also download the proforma for issue of Migration certificate available at **Annexure-'B'**.

6. Facility for information seekers

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

7. Channel of Supervision

Directions= Vice Chancellor > Registrar > Asstt. Registrar > Superintendent > Assistant > Dealing hand.

Sanctions= Dealing Hand > Asstt. > Supdt. > Asstt. Registrar > Registrar > Vice-Chancellor.

8. Other

Other specific works as directed by the authority.

-Sd-
Asstt. Registrar (R&S)