

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

ESTABLISHMENT BRANCH

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

1. Situation of office

1st Floor, Vivekanand Library, CDLU, Sirsa.

2 Officer/Employee in the Establishment Branch

Sr. No.	Name of the Officer/ Official	Designation	Contact No.
1.	Sh. Baljit Kumar Sharma	Assistant Registrar (Additional Charge)	01666-239829(off.)
2.	Smt. Kiran	Superintendent	-do-
3.	Smt. Kusum Lata Yadav	Assistant	-do-
4.	Sh. Kiran Kapil Asija	Computer Assistant	-do-
5.	Sh. Sanjeev Kumar	Computer Assistant	-do-
6.	Sh. Gulshan Kumar	Computer Assistant	-do-
7.	Smt. Charli	Steno-Typist	-do-
8.	Smt. Manju	Steno-Typist	-do-
9.	Sh. Manoj	Clerk-cum-DEO	-do-
10.	Sh. Ram Nath	Peon	-do-

3 Dealing work

- a) All establishment matters of the University.
- b) Recruitment of teaching and non-teaching employees of the University on regular and contract basis.
- c) Service matters of the regular employees.
- d) Keeping all service records of the regular employees.

4 Discharge of duties and norms

The office is discharging the duties and function 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 & Statutes, University Calendar, the Executive Council decisions and other rules as applicable.

5 Record of the office

The office maintains all the record as given in Point No. 3 in documentary form.

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 SPIO for the office

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

8 Channel of Supervision

Directions :

Vice-Chancellor ▶ Registrar ▶ Deputy Registrar ▶ Assistant Registrar
▶ Superintendent ▶ Deputy Superintendent ▶ Assistant ▶ Clerk

Sanctions :

Clerk ▶ Assistant ▶ Deputy Superintendent ▶ Superintendent ▶ Assistant
Registrar ▶ Deputy Registrar ▶ Registrar ▶ Vice-Chancellor

9 List of all regular Teaching and Non-Teaching employees of the University (Department/Braches wise) :

As at Annexure-I and Annexure-II.

10The service rules and conduct rules of the university employees and other rules are available in the University Act/Statute and Calendars Vol. I, II & III and are available at University website www.cdlu.in.