



*Chaudhary Devi Lal University, Sirsa*  
*Department of LAW*

No.Law/2012/

Dated:

To

The State Public Information Officer,  
CDLU, Sirsa

**Sub: Compliance of Section 4 of the RTI Act-2005**

The information under Clause 4(I) (b) of the Right to Information Act-2005 for the Department of Law is as under:-

**(i) Particulars of the Organization, its functions & duties:-**

The Faculty in the Department of Law, perform the functions and duties relating to teaching, Research and extension activities. The department is running courses of B.A.LL.B (5 year integrated) course, LL.B (3 year) course, LL.M (2 year) course and Ph.D. programme.

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

**(a)** The duties and functions of the Chairperson are as under:-

1. Holding and arranging the various meetings at regular intervals and give decisions.
2. Dispose off promptly and expeditiously all proposals/ requests put up by the faculty in the manner prescribed.
3. To prepare time-table for teaching and practical work well in time and allot teaching work-load to the faculty members according to approved norms of the University in consultation with the Staff Council.
4. To effect control over teaching schedule and ensure taking regular classes by the faculty members without any unauthorized absence and indifference.
5. To convene meeting of PGBOS/UGBOS, DRC as and when required, get their business transacted well in time and maintain record thereof.



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6. To provide necessary support for timely conduct of examinations and prompt evaluation work in respect of courses offered.
7. To facilitate quick processing and submission of research proposals by the faculty and hassle free subsequent execution of research project on approval.
8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. To promote healthy environment in the department and conduct oneself in a just and fair manner in the interest of overall academic growth.
10. To maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.
11. To suggest and organize Seminar/Workshops/ Conference in the department.
12. To monitor the University website and give suggestions to improve the university website.
13. To perform all such functions as are laid down in the Statutes, Ordinances and rules of the University or those laid down by the University authority and discharge other duties as may be assigned by the Vice-Chancellor from time to time.
14. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.
15. Verification of attendance of Staff.

**(b) Functions of Staff Secretary of Staff Council**

1. Holding and arranging Staff Council meetings at regular intervals on the request of the faculty members.
2. Preparing minutes of the Staff Council and providing the same to the faculty members well in time.



**A) Decision making**

The decisions are taken as per the relevant Act, Statute, Schedule and Ordinance of the University either by the Chairperson and/or by the Staff Council.

**B) Channels of Supervisions and Accountability**

The channels of supervision and accountability for various matters are governed by respective Act, Statute, Schedule and Ordinance of the University and other executive orders taken by competent authority from time to time.

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

All functions of the department are performed as per the rules & regulations, norms, instructions and directions contained in the concerned statutory source during the office hours on all working days.

**(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:**

As per the Act, Statute, Schedule, Ordinance, Calendar and introduction issued by the competent authority, the following records are available at University website [www.cdlu.in/link:download](http://www.cdlu.in/link:download). University Calendar Vol.I, Vol.II, Vol.III

**(vi) A statement of the categories of documents that held by it or under its control:**

- (i) Time-Table
- (ii) Syllabus
- (iii) Admission Forms
- (iv) Correspondence File.
- (v) Minutes of Staff Council, DRC, PGBOS & UGBOS
- (vi) DMCs/Degrees which are not issued so far.
- (vii) Various Registers like:

S.No.	List of Current Registers
1	Dispatch Registers
2	Letter Received Registers
3	Stock Register (Consumable)
4	Stock Register (Non-Consumable)
5	Casual Leave Register
6	Attendance Register of Staff (Guest Faculty)
7	Attendance Register of Staff (Non-Teaching)
8	Stipend Register



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- (vii) 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, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

The details of the Boards/Committees/Councils are as under:-

1. Staff Council
2. Ph.D. Admission Committee
3. Departmental Research Committee
4. PGBOS
5. Faculty

The minutes of the meetings of above Boards/Committee, if otherwise not exempted as per the RTI Act-2005, are open to the public on demand under RTI Act.

- (viii) A Directory of its officers and employees:

S.No.	Name	Designation	Office Telephone
1.	Dr. J.S.Jakhar	Chairperson & Reader	01666-247115
2.	Dr. Mukesh Garg	Lecturer	-do-
3.	Dr. Rajesh Malik	Lecturer	-do-
4.	Dr. Ashok Makkar	Lecturer	-do-
5.	Sh. Rajiv Sharma	Steno-Typist	-do-
6.	Sh. Shiv Kumar	Lib.Attendant	-do-
7.	Sh. Devi Lal	Peon	-do-
8.	Smt. Urmila Rana	Restorer	-do-

- (ix) The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations:

The remuneration details of each employee are available in the Accounts Branch.

- (x) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The budgets allocated to each agency are available in the Accounts Branch.



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- (xi) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

As per University rules

- (xii) Particulars of recipients of concessions, permits or authorizations granted by it:**

The fellowship/Scholarship are availed by the SC/ST/OBC and minority community students as per UGC/Union Govt./State Govt. policies.

- (xiii) 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 Indian can seek information under RTI Act-2005 as per the prescribed procedure.

- (xiv) The name, designation and other particulars of the Public Information Officers:**

There is a separate RTI office of the University wherein all matters relating to RTI are dealt by SPIO appointed by the competent authority.

- (xv) Such other information as may be prescribed.**

The particulars as mentioned above as on 11.01.12 are hereby placed for the information of public at large. In addition to the above, in case, any person wishes to obtain any information under RTI Law pertaining to the Department, he/she may contact the SPIO of the University.

**CHAIRPERSON**

Endst. No.Law 2012/

Dated:

A copy of the above is forwarded to the Incharge Website with the request to upload the same on the university website.

**CHAIRPERSON**