

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Approved under Section 2(f) and 12(B) of UGC Act, 1956



No./Audit/2012/_____

Dated._____

To

Incharge University Website,
I.T. Cell,
Chaudhary Devi Lal University,
Sirsa.

Subject: Compliance of Section 4 of RTI Act.

Please refer to your office letter No. SPIO/2012/87-129 dated 11.01.2012 on the subject cited above.

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

- 1) **Situation of office:-** Administrative Block, Vivekanand Library Building, Chaudhary Devi Lal University, Sirsa.
- 2) **Office/Officials in the Audit Branch on regular basis.**

Sr. No.	Name	Designation	Office No.	Mobile No.
1.	Sh. Kitab Singh Poonia	Deputy Director	01666239802	9416645937
2.	Sh. Shiv Kumar Khoth	Auditor	-- do --	9468047913
3.	Sh. Lal Singh Deswal	Clerk-cum-DEO	-- do --	9467653569
4.	Ms. Meena Kumari	Peon	-- do --	9050180072

- 3) **Dealing Work:-**

Pre auditing of contingent bills exceeding Rs. 40,000/- and post audit of University departments and verifying the cases of pay fixation and their entry verification in ECR.

- 4) **Discharge of duties and norms.**

As mentioned in Point No. 3 above under the kind control of Director Local Audit Department, Haryana, Chandigarh.

5) Record of the office

Dak Receipt and Despatch Register.

6) Facility for information seekers

The office records and provides information regarding the office of the seekers as and when needed, with the approval of competent authority.

7) Channel for Supervision

Director and Joint Director Local Audit Department, Haryana, Chandigarh.

8) Other

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

DA: Compact Disk containing Soft Copy.

Deputy Director (Audit)
Chaudhary Devi Lal University,
Sirsa.

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