

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL SCIENCES  
CHAUDHARY DEVIL LAL UNIVERSITY, SIRSA**

No. CDLU/EES/12.....

Dated: \_\_\_\_\_

To

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

**Sub: Compliance of Section 4 of RTI Act.**

Please refer to your office letter No. SPIO/12/140-82 dated 16-01-2012 on the subject cited above. The information under Clause 4(1) (b) of the Right to Information Act for the Department of Energy Environment Science is as under: -

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

The Department of Energy Environment Science, Faculty of Life science, performs the functions and duties relating to teaching, Research and extension activities. For this purpose, the Department runs M.Sc., M.Phil and Ph.D courses.

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

Dr. Suresh Kumar Gahlawat is the Chairperson of the Department.

The duties and functions of the Chairperson of a Teaching Departments shall be as under:

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
3. Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to

approved norms of the University, in consultation with the Staff Council.

4. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.

5. Convene meetings of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.

6. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.

7. Facilitate quick processing and submission of research proposals by the faculty and hassle free subsequent execution of research projects on approval.

8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.

9. Promote healthy work culture in the department, and conduct one self in a just and fair manner, in the interest of overall academic growth.

10. 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. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.

12. Monitor and update the University Website in respect of ones Department/Institute on a continual basis.

13. Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the University, or those laid down by the University Authorities.

14. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.

15. Verification of attendance of staff.

The Department performs the duties of teaching, research, extension and publishing research insights. The Department also submits proposals to UGC, Union Govt. and State Govt. and other institutes which provide research grants besides, some teachers are assigned additional administrative duties.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability;**

**(A) Decision making**

The decisions are taken as per the relevant Act, Statute, Schedule and Ordinance of the university and other executive orders issued by competent authorities.

**(B) Channels of Supervisions and accountability;**

The channels of Supervision and Accountability for various matters are governed by respective Act, Statute, Schedule, Ordinance and other executive orders taken by competent authorities.

**(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.

**(v) The rules, regulation, 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 authorities. The following records are available at university website

[www.cdlu.in](http://www.cdlu.in) /link: download –

University Calendars Vol. I, Vol. II, Vol. III

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

Generally, almost all the documents relating to the matters of the officials/officers as well as the Govt. matters is available in the office of the department. Detail list of file/register is given below: -

<b>File No. &amp; Title of File</b>	<b>File No. &amp; Title of File</b>
1. Sallabus File	36. Misc. File
2. Lab. File	37. Appointment File
3. Student Record	38. Sports Council
4. Viva-voice M.Phil	39. Purchase File
5. Notice File	40. UGC File
6. Registration & Scholarship	41. Accounts File
7. Library File	42. Establishment File
8. PGBOS File	43. Result File
9. Admission Committee	44. General File
10. Chairperson File	45. DSW File
11. Executive Council/Academic Council	46. VC/Registrar File
12. Admission File	
13. P.G. Diploma File	48. Academic File
14. Character Certificate	49. Leave File
15. No Dues File	50. Circular File
16. Tour File	51. Store File
17. Training File	52. NSS
18. Adjustment File	53. UC DL
19. Award List	54. DEAN
20. Telephone List	55. University Act.
21. Staff Council	56. Uni. Act Code
22. RTI File	57. JRF
23. Budget File	58. Refund of Fee

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| 24. Outgoing Letter                         | 59. Remuneration of G/F                         |
| 25. Performa File                           | 60. Financial Sanction for<br>Pract./Intt. Ass. |
| 26. Examination File                        | 61. Inspection Committee                        |
| 27. Remuneration File                       | 62. Indent                                      |
| 28. Extension Lecture                       | 63. Confidential                                |
| 29. Equipment, Glassware &<br>Chemical File | 64. Conduct                                     |
| 30. Ph.D. File                              | 65. Academic Council                            |
| 31. Imprest File                            | 66. College Branch                              |
| 32. Annual Report                           | 67. SC/ST Cell                                  |
| 33. Time Table File                         | 68. DMC File                                    |
| 34. Guest Faculty                           | 69. M.Sc.                                       |
| 35. Hostel File                             | 70. All Meeting/Conf./Invit.                    |
|   | 71. Printing Material                           |
|   | 72. Application File                            |
|   | 73. Outgoing Letter of EES-<br>2012             |

### **Register No. & Title of Register**

1. Advance Register
2. Consumable Register (Office)
3. Student Allotment
4. Student Detail Register
5. Dispatch Register
6. Equipment Register
7. Receipt Register (Dairy)
8. Glassware & Polyware Register
9. Chemical Register
10. Imprest Register
11. Maintenance/Repair Register
12. Leave Record Register
13. Photocopy Register
14. Non-Consumable Register

15. Admission Form Received Register

16. Dairy II

**(viii) 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 advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

The minutes of the meetings of the Staff Council, DRC and PGBOS, if otherwise not exempted as per the RTI Act, 2005; are open to the public.

**(ix) A Directory of its officers and employees;**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office/Resi. Phone Nos</b>
1.	Prof. Suresh Kumar Gahlawat	Chairperson	247143(O),98963- 42891
2.	Dr. Rani Devi	Assistant Prof.	94667-33030
3.	Dr. Anju Devi	Assistant Prof.	94667-33030
4.	Dr. Mohammad Kashif Kidwai	Assistant Prof.	98962-10793
5.	Sh. Krishan Kumar	Lab Attendant	85294-12695

**(x) The monthly remuneration received by each of its officers and employee, including the system of compensation as provided in its regulations;**

The remuneration detail of employees is available with the Accounts Branch.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;**

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

**(xv) 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 India can seek information under RTI Act, 2005 as per the prescribed procedure.

The Department does not have its own library.

**(xvi) The names, designations and other particulars of the Public Information Officers;**

There is a separate RTI office of the university whose details are available with that office. However, employee of the Department works as deemed SPIO whenever any information is held by him/her or under his/hers control.

**(xvii) Such other information as may be prescribed.**

The particulars as mentioned above are hereby placed for the information of public in large. In addition to the above, in case, any person wishes to obtain any further information pertaining to the functioning of this Department. He/ she may contact the above mentioned officers.

**Incharge**

Copy of the above is forwarded to the following for information and necessary action:

1. State Public Information officer Ch. Devi Lal University Sirsa.

**Incharge**

