

Sub: Compliance of Section-4 of RTI Act.

PUC below received from State Public Information Officer, Chaudhary Devi Lal University, Sirsa, which is self-explanatory, may kindly be perused.

Vide PUC SPIO has requested to comply the provision of the Section-4 of RTI Act regarding suo motto disclosure and has desired to hand over the hard and soft copy of the information for uploading the same on the University Website. The information pertaining to Result Branch is given as under:-

1. Situation of Office

Administrative Block, Vivekanand Library Building, Chaudhary Devi Lal University, Sirsa.

2. Officials of the Result Branch

Sr. No.	Name	Designation	Phone No.	Work Assigned
1.	Prof. Praveen Aghamkar	COE	01666-239808	
2.	Sh. Ramesh Kumar Mehta	Deputy Registrar	01666-239805	
3.	Mrs. Munni Devi	Superintendent	-do-	
4.	Sh. Sunder Lal	Assistant	-do-	M. Tech. (CSE) Full Time, M. Tech. (CSE) Part Time (3 year), MCA, M.Sc. (Biotechnology), M. Phil. (Biotechnology), M.Sc. (Physics), M. Phil. (Physics), M.Sc. (Chemistry), M. Phil. (Chemistry), M.Sc. (Mathematics), M. Phil. (Mathematics), M.Sc. (FST), M.Sc. (EVS), M. Phil. (Environment Sc.), B.A. of Sirsa District & B.Sc. of Both Districts Distance Education Courses:- M.C.A., M.Sc. (Comp. Sc.), P.G. Dip. in Comp. Sc., P.G. Dip. in Comp. Sc. & Tech., B.C.A., M. Phil. (Comp. Sc.) Old, M. Phil. (all Science subjects) Old.
5.	Sh. Bhushan Kumar	Tech. Assistant	-do-	M. Com., M. Phil. Commerce, MBA (General) Two Year, MBA (Business Economics), MBA (5 Year Integrated Course), M.A. (Mass Communication), B.A. Mass Comm., M.P.Ed., M. Phil. (Physical Education), B.P.Ed., C.P.Ed., (B.A. of Fatehabad District & B. Com. of both Districts) Distance Education Courses:- B.A. Mass Comm., MSW, M. Phil. Commerce, M. Phil. Management, MBA (General), M. Phil. (Mass Comm.), M.A. (Mass Comm.), PGDMC, PGDBM
6.	Mrs. Renu Jindal	Computer Asstt.	-do-	LL.B. 3 Year (Professional), LL.B. (5 Year Integrated Course), LL.M., (M.A. (Education) & M. Phil. (Education) Regular & Distance) , B.Ed. & M.Ed. of Sirsa & Fatehabad Districts Other Charges: 1. Old record of Result Branch when 5 districts were under this University. 2. Stock (Consumable and Non-Consumable of Result Branch). 3. To take the Temporary Advance of Result Branch as and when required for office purpose.

7.	Sh. Dharamveer	S.S.S.	01666-239805	B. Tech. (C.E.), B. Tech. (C.S.E.), B. Tech. (E.C.E.), B. Tech. (E.E.), B. Tech. (F.T.), B. Tech. (M.E.), M.A. (English), M. Phil. (English), M.A. (Economics), M. Phil. (Economics), M.A. (Pub. Admn.), M. Phil. (Pub. Admn.), M.A. of Sirsa & Fatehabad Districts, Certificate/Diploma Courses, Honours subject, B. Lib. Distance Education Courses:- M.A. (English), M. Phil. Economics (Old), M. Phil. English (Old), Diploma in Art & Crafts (Old) & miscellaneous work of Result Branch
8.	Sh. Mukesh Kumar	J.S.S.	-do-	To do all types of Computer Work of the Result Branch and attached with the Deputy Registrar (Results)
9.	Sh. Sachin Kumar	Clerk-cum-DEO	-do-	Attached with Computer Assistant (Results)

3. Function

- (i) Processing of Examination Forms.
- (ii) Allotment of Roll Nos.
- (iii) Checking of eligibility of Ex. Students.
- (iv) Issuance of Roll Nos.
- (v) Conduct of Examination.
- (vi) Receipt of Awards.
- (vii) Preparation of Results.
- (viii) Removal of Discrepancies.
- (ix) Declaration of Results.
- (x) Issuance of Detailed Marks Card.
- (xi) Verification of Results.

4. Discharge of Duties and Norms

The office discharge the duties as mentioned above under the kind control and direction of the Hon'ble Vice-Chancellor/Registrar/Controller of Examinations as per rules and regulations mentioned in the University Calendar Volume-II and decision of the Academic Council/Executive Council and Court. The Result Branch works on the basis of rules and instructions of the University.

- (I) University Calendar Volume-I, II & III.
- (II) University Accounts Code.
- (III) The decision of the Academic Council/Executive Council/Court.

5. Record of Office

The office maintains record as per provision of the Accounts Code.

6. Facility for Information Seekers

The office records and provides information regarding the work of the Result Branch to the Seeker as and when required, with the approval of the competent authority.

7. Channel for Supervision

Vice-Chancellor-Registrar/COE-Deputy Registrar-Supdt.-Dealing Assistant/ Computer Assistant/S.S.S./J.S.S./Clerk-cum-DEO/Daftri.