

# Chaudhary Devi Lal University, Sirsa

(Established by the State Legislature Act 9 of 2003)



No.CDLU/Acc./2022/\_\_\_\_\_

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

To

The Director, UITDC,  
Ch. Devi Lal University,  
Sirsa.

**Sub: To provide the profile of Departments/Branches for new website of the University.**

This is with reference in your office e-mail dated 14.02.2022 on the subject cited above.

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

1. **Situation of Office:-** Room No. 118, 119 & 124 Administrative Block-02, CDLU, Sirsa.

2. **Officer/Officials in the Accounts Branch on regular basis.**

Sr. No.	Name of the Officer/Official	Designation	Phone/Mobile No.
1	Sh. Naresh Bawa	Accounts Officer	97282-08910
2	Sh. Rajesh Kumar	Section Officer	94664-05932
3	Sh. Pritpal Singh	Divisional Accountant	80595-02800
4	Sh. Rakesh Kumar	Assistant	94672-87742
5	Sh. Anil Kumar	Assistant	94666-74466
6	Mrs. Anju Bala	JSS	92551-01151
7	Sh. Vivek Sharma	Steno-typist	78766-17171
8	Sh. Bharat Bhushan	Clerk	94166-17936
9	Sh. Jagdeep Singh	Watchman	94660-62780

3. **Dealing Work**

Budget, Salary of teaching/non-teaching and staff through outsourcing agency posted in CDLU, Sirsa, Payment/Pre-audit of Bills, Fee Collection & Depositing it in Bank, Issue of Cheques for Main/UGC/UCDL/SFS Account etc. & other relevant work pertaining to Accounts of the University i.e. Expenditure Register/Income Register/New Pension Scheme/ Provident Fund Accounts of Staff/ Advance from Provident Fund.

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

The office discharges the duties as mentioned at point no. 3 under the kind control and direction of the Hon'ble Vice Chancellor and the Registrar as per the rules & regulations mentioned in CDLU Calendar & University Accounts Code and as per the provisions/ rules of Govt., University Act, the decisions of Finance Committee, Executive Council & Court.

5. **Record of the office**

The office maintains record of accounts such as vouchers, cash book, receipt Books, ledger, day book, expenditure register and other relevant record relating to Accounts Branch.

6. **Facility for information seekers**

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

**Accounts Officer**