

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by State Legislature Act 9 of 2003)

CHIEF WARDEN OFFICE

i) **Situation of the Office:**

The Office of the Chief Warden is located in Lal Bahadur Shastri, Administration Block-C, Room No. 215, 2nd Floor, Chaudhary Devi Lal University, Sirsa.
Email Id: hostel@cdu.ac.in.

ii) **Situation of the Hostel:**

The University has five hostels:

Harkhi Devi Bhawan, Kalpana Chawla Bhawan & Savitri Bai Phule Bhawan for Girls and Hostels has single boundary wall and one entrance gate for security purpose (Hostels are situated at a distance of 500 meters from teaching blocks)

Lajpat Rai Bhawan & Sardar Patel Bhawan for Boys and Hostels is further 800 meters away from teaching blocks.

iii) **Capacity of Hostels:**

Girls Hostels having the capacity of 220 residents of each hostel.

Boys Hostel-I Lajpat Rai Bhawan with a capacity of 100 residents and Boys' Hostel-II Sardar Patel Bhawan has a capacity of 220 residents.

iv) **Officers/ employees in working in the Hostels:**

Sr. No.	Name of the Officer	Designation
1	Prof. Abhey Singh	Chief Warden (Boys)
2	Prof. Monika Verma	Chief Warden (Girls)
3	Dr. Dharamvir Singh	Warden Boys Hostel-I
4	Dr. Ram Mehar	Warden Boys Hostel-II
5	Mrs. Saroj	Warden Girls Hostels

v) **Dealing work/Particulars of the Office, its functions:**

The Office is dealing with all type of functions hostel like admission in Hostels, maintaining of hostel records, hostel activities, like cultural, sports etc.

vi) **The powers and duties of its officers and employees are as under:**

- a) Chief Warden: He acts as Head of the Branch. All the officers' employees of hostel office are working under his /her control and supervision.
- b) Wardens have their duties to take-care the hostel affairs.
- c) Steno-Typist/Clerk to maintain the office record and processing the file as per direction.
- d) Peon to assist the office and officer/official in day to day work.
- e) Attendant is supposed to look after the hostel.

- vii) **Record of Office:**
The office maintains the record of fund of hostel, record of students admitted, security refund and other relevant works in documentary forums.
- viii) **Facility for information seekers:**
The office record as well as information regarding the hostel office is available in the office of the hostel and provided to the information seekers and as and when so desired with the approval of the authority.
- ix) **SPIO for the Department:**
State Public Information Officer, Chaudhary Devi Lal University, Sirsa
- x) **Channel / procedure followed in the decision making / Supervision:**
Direction: Vice Chancellor → Chief Warden → Warden → Clerk/Attendant.
Sanctions: Clerk/Attendant → Warden → Chief Warden → Vice Chancellor
- xi) **Various Bodies of the office of the Chief Warden and Hostels:**
Hostel Committee:

Sr. No.	Name of the Officer	Designation	
1	Prof. Abhey Singh	Chief Warden (Boys)	Convener
2	Prof. Monika Verma	Chief Warden (Girls)	Convener
3	Dr. Dharamvir Singh	Warden Boys Hostel-I	Member
4	Dr. Ram Mehar	Warden Boys Hostel-II	Member
5	Mrs. Saroj	Warden Girls Hostels	Member

CHIEF WARDEN