

**Chaudhary Devi Lal University, Sirsa**  
**(Established by the State Legislature Act**  
**9 of 2003)**

**Department of Geography**  
**Compliance of Section-4 (1) (b) of the RTI Act**

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

The Department is running various teaching and research courses of higher education like M.A. Geography. The Department is also monitoring and implementing various schemes of higher education of CDLU, Sirsa, UGC and Ministry of HRD, Govt. of India. The Department performs the duty of compiling annual performance of all the activities. The Department also submits Research proposals/Projects to various funding agencies as like UGC, DRDA & Haryana Govt. It also encourages the students for quality education and knowledge for their employment.

**ii) The powers and duties of its officers and employees:**

- a) Chairperson: Administrative and financial powers are vested in him/her. He acts as Head of the department. All the office employees are working under his /her control and supervision.
- b) The Clerk (Outsourcing) maintains the office record and prepares the files of all kinds.
- c) Peon carries the files, dak and circulars from one to other officials/officers of the department.

**iii) The procedure followed in the decision making process:**

- a) Decision making is collective through formal & informal meetings of Staff Council.
- b) The duty of supervision and fixing of accountability is being performed by the Chairperson/ Staff Council.

**iv) The norms set for the discharge of duties:**

All the functions of the department are carried out during the office hours on all working days.

**v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:**

The department works on the basis of rules, regulations and instructions of the University (Act/ Calendar / ordinances), State Govt., UGC, Ministry of HRD, Govt. of India etc.

**vi) A statement of the categories of documents that are held by it or under its control:** Generally almost all the records of documents relating to the students are kept by the department. Besides this, the copy of rules and regulations, instructions, notifications, notices of the duties, files related to students etc. are also available in the office of the department.

vii) **The particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof:**

No such arrangement exists in this department.

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 details of the Boards/Committees/Councils are as under:

**1. Staff Council:**

**2. Post Graduate Board of Studies and Research exists which is reconstituted shortly.**

<b>Sr. No.</b>	<b>Name</b>	<b>Institution/Deptt.</b>	<b>Term (From _ To_ )</b>
1	Dean Faculty of Social Sciences	CDLU, Sirsa	Chairperson/Member
2	Outside Expert Dr. M.S Jaglan	Dept. of Geography, KU, Kurukshetra, Mob. No.94162-75401	Member 24.04.2019 to 23.04.2021
3	Outside Expert Dr. Parmod Bhardwaj	Dept, of Geography, MDU, Rothak Mob. No. 94161-40296	Member 24.04.2019 to 23.04.2021

**3. Under Graduate Board of Studies:**

<b>Sr. No.</b>	<b>Name</b>	<b>Institution/Deptt.</b>	<b>Term (From _ To_ )</b>
1	Dean Faculty of Social Sciences	CDLU, Sirsa	Chairperson/Member
2	Sh. Atma Ram, Principal	Govt. College Bhattu Kalan	29.04.2019 to 31.03.2020
3	Sh.Ramji Lal Assistant Prof.	Shah Satnam ji Boy's College, Sirsa	29.04.2019 to 19.06.2020
4	Dr. Harpal Singh Associate Prof.	Govt. National College, Sirsa	29.04.2019 to 28.04.2021
5	Sh. Amar Chand, Assistant Professor	CMRJ, Govt. College, Ellenabad	29.04.2019 to 28.04.2021
6	Sh. Yashpal, Associate Prof.	Govt College for Women Sirsa	29.04.2019 to 28.04.2021
7	Mrs. Anju Bala Assistant Prof.	Dr.Bhim Rao Ambedkar Govt. College Dabwali	29.04.2019 to 28.04.2021
8	Outsider Expert Dr.M.S Jaglan, Department of Geography	Kurukshtra University Kurukshtra Mob No94162-75401	29.04.2019 to 19.06.2020
9	Outsider Expert Dr. Renu Arya Department of Geography	Maharshi Dayanand University, Rohtak, Mob. 94669-05323	29.04.2019 to 19.06.2020

**The Minutes of the meetings of above Boards/Committee, if otherwise not exempted as per the RTI Act, are open to the public**

**ix) A directory of its officers and employees:**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1	Dr. Abhey Singh	Dean Faculty of Social Sciences	8901118777
2	Dr. Meenakshi	Asstt. Prof.(contract)	7988264539
3	Ms. Mamta	Asstt Prof. (PTT)	9034957193
4	Mr. Harsh Kumar	Asstt Prof. (PTT)	9253737389
5.	Mr. Sunil Kumar	Asstt Prof. (PTT)	9729748366
6.	Mr. Gulab singh	Asstt Prof. (PTT)	9991240470

**x) The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations:**

The details of remuneration of each employee are available in the Accounts Branch.

**xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

The budgets allocated to each agency are available in the Accounts Branch.

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

As per University rules

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

The fellowship/scholarship are availed by the SC/ST/OBC and minority community students as per UGC/Univ.Govt./State. Govt. policies.

**xiv) Details in respect of the information available to or held by it, reduced in an electronic form:**

The detail of the information is available in the office in the form of hard copy as well as on the University website.

**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:**

The facilities available to the citizens for information are notice boards, office contact and on University website. No such library or reading room is available in the department.

**xvi) Such other information as may be prescribed and thereafter update these publications every year:**

The particulars as mentioned above are hereby placed for the information of public at 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.

**Public all relevant facts while formulating important policies or announcing the decisions which affect public:**

The department communicates the decision related to constitution of any committee through uploading it on the University website. Further, the constitution of board and framing of policy is being done at various levels of the University, which is being uploading on the University website.

**Provide reasons for its administrative or quasi-judicial decisions to affected:**

The policy decisions are being taken at the level of University Authorities.

**Sd-  
Chairperson**