



CHAUDHARY DEVI LAL UNIVERSITY SIRSA

(Established by the State Legislature Act 9 of 2003)

(Updated as on 17.07.2020)

Sr. No.	Heading	Particulars			
1.	Name of the Branch	Establishment Branch (Teaching)			
2.	Branch Profile	The office is discharging its duties under the control of the Vice-Chancellor and under the supervision of the Registrar as per the provisions of University Act & Statutes, University Calendar, the Executive Council decisions and other Rules as applicable from time to time.			
3.	List of Officers/Officials	Sr. No.	Name of Officers/Officials S/Sh.	Designation	Contact No./ E-mail
		1.	Kuldip Kumar	Assistant Registrar	01666-239829
		2.	R.C. Moury	Superintendent	e-mail:
		3.	Krishan Kumar	Assistant	facultybranchcdlu@gmail.com
		4.	Manoj	Assistant	
		5.	Mukesh Kumar	Senior Scale Stenographer	
4.	Functioning of Branch	<ol style="list-style-type: none"> 1. All Establishment matters relating to University Teachers of the University. 2. To deal with the Personal Files, Service Book, Recruitment, Training of Teaching SARs and assigning other duties to University Teachers from time to time. 3. To deal with the promotion and upward movement cases of all the University Teachers. 4. To deal with of pay fixation, increments and pension cases of University Teachers as per University Rules and orders/notifications received from the State Government from time to time. 5. To deal with engagement of Assistant Professor (Contract), Part-Time Teachers, Adjunct Faculty and Unpaid Research Scholars. 6. To deal with the RTI applications received from the SPIO Office pertaining to this Branch from time to time. 7. To deal with the Court cases/CM Window/PM Window/VC Window related with the establishment of University Teachers/Assistant Professors (Contract)/Part-Time Teachers etc.. 8. Any other work related to Establishment of the University Teachers assigned by the higher authorities from time to time. 			
5.	Facility for information seekers	The office record as well as information regarding the office is provided to the information seekers as per rules of the University.			

6.	Channel of Supervision	Direction: Vice-Chancellor → Registrar → Assistant Registrar → Superintendent → Assistant/Senior Scale Stenographer /Clerk/Peon. Sanctions: Clerk/ Senior Scale Stenographer/Assistant → Superintendent → Assistant Registrar → Registrar → Vice-Chancellor
7.	Record held by Establishment Branch (Teaching)	Personal File and Service Books of University Teacher, Record of Assistant Professor (Contract), Part-Time Teachers, Adjunct Faculty and Unpaid Research Scholars. Leave Record of University Teachers except Academic & Casual Leave. Record of Diary and Dispatch of the office Record of Stock Register of the office.
8.	Other information.	1. Address of the Establishment Branch (Teaching) is as follow: The Assistant Registrar, Establishment Branch (Teaching) Room No. 32-33, Lal Bahadur Shastri Administrative Block, CDLU, Sirsa 2. Administrative Officers for the office. The Registrar, Registrar Office, Lal Bahadur Shastri Administrative Block, CDLU, Sirsa 3. Website of the university for the office. www.cdlu.ac.in The decisions, if any, effecting the public/citizen are intimated to the public/citizen through university website.

Faculty Position:

Post	Sanctioned	Filled by Direct Recruitment	Filled by Promotion	Vacant
Professor	17	5	14	12
Associate Professor	36	3	13	33
Assistant Professor	73	42	--	31
Librarian	01	--	--	01
Deputy Librarian	01	--	--	01
Assistant Librarian	02	01	--	01

Note:

1. Presently One Associate Professor is on deputation with Haryana Granth Academy, Panchkulla
2. One Associate and one Assistant Professor is working on deputation in this University.
3. Two Professors, One Associate Professor and two Assistant Professors are on EOL.
4. Seventy-three Assistant Professors (Contract) were engaged in the University Teaching Departments and two Assistant Professors (Contract) were engaged in the University Centre for Distance Learning for the session 2019-20.
Sanctioned posts & University Teachers and sanction from State Govt. is at **Annexure- 'A'**.
