

Registrar Office
CHAUDHARY DEVI LAL UNIVERSITY SIRSA

(Established by the State Legislature Act 9 of 2003)



CDLU/19/1481-82

Dated:07.03.19

To

Incharge
University Computer Centre
Sirsa

Sub: Strict compliance of section 4(i)b) of the RTI Act and disclose the information immediately by way of uploading on the University Website as per format.

Sir,

Kindly refer to letter No. SPIO/2019/4827-4889 dated 07.03.2019 on the subject cited above. The required information is as under:

- i) The Registrar Office is situated at Lala Lal Bahadur Shastri, Administrative Block, Ground Floor, Chaudhary Devi Lal University, Sirsa.
- ii) The following officials are working in the Registrar's office on regular basis:

Sr. No.	Name	Designation	Office/Residential Phone No.
1	Dr. Rakesh Wadhwa	Registrar	239819 247049
2	Sh. Dharamveer	PA	239819
3	Sh. Kamal Kumar	Clerk	239819
4	Smt. Neeru Bala	Steno	239819

- iii) Dealing Work: The office is deal with administrative/supervisory work of the University (departments/offices).
- iv) Discharge of duties and norms: The office acts as per guidelines of the University Act, Calendar, Executive Council, Academic Council and Rule Regulations/ directions of the Government and UGC received from time to time.
- 2) Record of the office: Stock Register, Files, Dak Receipt Register and Dispatch Register.
- 3) Facility for information seekers: The office records and provides information regarding the office to the seekers as and when needed, with the approval of competent authority.
- 4) Channel for Supervision: The Registrar is the Administrative Head of the University and discharges his duties under the kind directions of the Hon'ble Vice-Chancellor.

In addition to above, in case, any person wishes to obtain any further information through R.T.I. Act 2005, the same is supplied through S.P.I.O, CDLU, Sirsa or he/she may contact directly to the University officers.

Yours faithfully,

P.A. to Registrar
Chaudhary Devi Lal University, Sirsa

CC: A copy of the above is forwarded to the SPIO, CDLU, Sirsa for information, please.