



SECURITY BRANCH
चौधरी देवी लाल विश्वविद्यालय, सिरसा
(राज्य विधान - मंडल के अवधवनयम 9/2003 द्वारा स्थावित विश्वविद्यालय)
यू० जी० सी० सविधान, 1956 की धारा 2(f) & 12(B) द्वारा मंजूरशुदा
CHAUDHARY DEVI LAL UNIVERSITY SIRSA
(Established by the State Legislature Act 9 of 2003)
Approved under Section 2(f) & 12(B) of U.G.C. Act, 1956

Sub: Branch Profile/Suo-Moto of the Secrecy Branch.

Sr No	Name	Designation	Work Assigned
1.	Prof. Silender Singh	COE	
2.	Sh. Sanjay Tiwari	Assistant Registrar	
3.	Sh. Ram Pal	Assistant	All the work related to paper setting & evaluation of answer books for the following : 1. Department of Business Admin., Eco, Eng., Phy Edu, Education, Pub.Admin, JMC, History, Hindi, Music, Punjabi, Sanskrit, Psychology & Political Science 2. B.A (Gen/Voc), Shastri, , BBA, B.Tech, M.Tech, BTM, B.Ed, M.Ed. courses run under affiliated colleges. 3. Complaints Committee said courses/ departments. 4. All work of supply of certified copies & inspection of answer books under RTI Act of above said courses/departments.
4.	Mrs. Jayoti	Steno-typist	All the work related to paper setting & evaluation of answer books for the following:- 1. Department of Commerce, Law, CSE, FST, EES, Physics, Chemistry, Bio- Tech, Math, Botany, Zoology, Library Sciences, USGS, Pharmacy, Geography, Microbiology 2. B.Sc, B.Com (Gen/Voc), BCA 3. Complaints Committee said courses/ departments. 4. All work of supply of certify copies & Inspection of answer books under RTI Act of above said courses/departments.

For Contact:- 01666-239810 and E-Mail ID: secrecy@cdlu.ac.in

Function:

1. To maintain the record of diary and dispatch.
2. To prepare the Sr. No. List.
3. Receiving of panels from the concerned Chairpersons/Deans.
4. Receiving of syllabus from the Academic Branch.
5. Paper Setting of concerned courses.
6. Creation of Spot Evaluation Centres for evaluation of answer books at different colleges.
7. Receiving of answer books from examination centres.
8. The work of red lining on the blank pages and affixing of stamp at the end of written pages of the answer books.
9. Purchase of PP bags for packing of answer books & other stationary items related to the branch.
10. Counting of answer books and to prepare the bundles for evaluation.
11. Scanning of answer books.
12. Sending of packets of answer books at different places for evaluation as per orders of the competent authority.
13. Receiving of evaluated answer books and re-counting the answer books and after separating Part-C, the answer books are placed serially in the store.
14. The work of Checking Assistant of some answer books which are sent other Universities directly by the branch.
15. All the payments are being paid through RTGS to the Paper Setters/evaluators/Checking Assistants/Moderators/Staff
16. Handling of Imprest for use of petty items and TA/DA for outsourcing employees.
17. Printing material as per requirement of the branch.
18. To maintain store of answer books and supply of answer books to the Re-evaluation Branch for re-evaluation.

Discharge of Duties and Norms

The office discharges the duties as mentioned above as per the decision of the Academic Council/Executive Council/Court under the kind control and direction of the Hon'ble Vice Chancellor/Registrar/Controller of Examinations. Further, the branch follows the rules and regulations as mentioned in the followings:

- (a) University Calendar Volume-I, II & III
- (b) University Account Code.

Record of Office

The office maintain record as per provision of the Accounts Code.

Facility for Information Seekers

The office provides information regarding the work of the Secrecy Branch to the seeker as and when required, with the approval of the competent authority subject to maintain the secrecy.



Channel for Supervision

Vice-Chancellor → Registrar/COE → Assistant Registrar → Assistant/Steno-typist

Therefore, it is requested to update the Branch Profile/Suo-Moto on the University Website.

Sd/-

*Assistant Registrar (Secrecy)
for Controller of Examinations*

