



REGISTRATION & SCHOLARSHIP BRANCH
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)
“B” Grade Accredited by NAAC

Pro-active/suo-moto disclosure u/s 4 of the RTI Act.

1. **Situation of office**:-Room No. 202 & 204, Top Floor, Lal Bahadur Shastri Bhawan, Administrative Block, CDLU, Sirsa.

2. Officer/Employee in the Regn. & Scholarship Branch

a. Dr. Harish Rohill, Incharge Phone No. 01666-247072

b. Dr. Omda Kumar, Deputy Superintendent

c. Smt. Suman Duhan, Assistant deals with the Ph.D. Cases and related cases

d. Sh. Rameshwar Dass, Assistant (2nd half of the day) B.Ed. & Scholarship Cases with all the degree colleges/UTD's.

3. Dealing work

The Branch mainly registers the students in various courses of 24 UTDs and 84 Colleges as per norms of the University and after completion of the course issues the Migration Certificates. The Branch also deal with the Scholarship cases of students of weaker section of UTDs and help to provide the scholarships from various funding agencies/departments. The Branch also deals with the cases of Ph.D. and fellowship viz. JRF/RGNF/MANF/URS etc.

The timings of the office is as under:-

9:00 AM to 01:30 p.m. and 2:00 p.m. to 5:00 PM (Monday to Friday)

4. Discharge of duties and norms

The office discharges its duties and functions on the subject matter of point no.3 under the kind control and direction of Hon'ble Vice-Chancellor and Worthy Registrar as per the provisions of University Act, University Calendar, Ordinance(s), the Executive Council and Academic Council decisions and other rule(s) as applicable from time to time.

5. Record of the office

The office is maintaining the record of students including Ph.D.scholars in Registration Registers as well as scholarships in Scholarship Registers/files in documentary form. The notices/notifications for public information are also being sent to the Incharge, Website for uploading on the University Website. The enrolment status of 2019-20 is at Annexure-'A'. The students can also download the proforma for issue of Migration certificate available at Annexure-'B'.

6. Facility for information seekers

The office record as well as information regarding the office is provided to the seekers suo-moto and as and when so needed, with the approval of the authority.

7. Channel of Supervision

Directions = Vice Chancellor > Registrar > Incharge/Asstt.Registrar/
Superintendent/Dy. Superintendent > Assistant/Dealing hand.

Sanctions= Dealing Hand/Asstt. > Dy. Supdt. / Supdt./Asstt.Registrar/ Incharge
> Registrar > Vice-Chancellor.

8.Other

Other specific work(s) as directed by the authority, time to time

Incharge(R&S)