



चौधरी देवी लाल विश्वविद्यालय, सिरसा

(राज्य विधान - मंडल के अधिनियम 9/2003 द्वारा स्थापित 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
Madam,

Sr No	Name	Designation	Work Assigned
1.	Prof. Sultan Singh	COE	
2.	Sh. Sanjay Tiwari	Superintendent	
3.	Sh. Mukesh Joshi	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, Geography, Punjabi & Sanskrit 2. B.A (Gen/Voc), Shastri, , BBA,B.Tech, M.Tech, BTM, B.Ed, M.Ed. courses run under affiliated colleges. 3. MA Hindi, Punjabi, Sanskrit of UCDL & Other UCDL Courses related to above departments 4. Complaints Committee above said courses/ departments/ colleges. 5. All work of supply of certified copies & inspection of answer books under RTI Act of above said courses/ departments/ colleges.
4.	Sh. Hari Ram	Assistant	All the work related to paper setting & evaluation of answer books for the following :- 1. Department of Commerce, Law, CSA, FST, EVS, Physics, Chemistry, Bio-Tech, Math, Botany, Zoology 2. B.Sc, B.Com (Gen/Voc), BCA & B.Lib. 3. UCDL courses related to the above Departments.

			<p>4. Complaints Committee above said courses/ departments/ colleges.</p> <p>5. All work of supply of certify copies & Inspection of answer books under RTI Act of above said courses/ departments/ colleges.</p>
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For Contact:- 01666-239810 and E-Mail ID: secycdlu@gmail.com

Function:

1. Prepare the Sr No List
2. Receiving of panels from the concerned Chairpersons/Deans
3. Receiving of revised syllabus from the Academic Branch
4. Paper Setting of concerned courses
5. Receiving of advance for paper setting and adjustment thereof.
6. Creation of Spot Evaluation Centres for evaluation of answer books at different colleges.
7. Receiving of answer books from examination centres.
8. To look after 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 cloth and stitching of cloth bags for packing of answer books.
10. Counting of answer books and to prepare the bundles for evaluation.
11. Preparing of Subject Master for scanning of answer books by the Scanning Agency.
12. Sending of packets to Spot Evaluation Centres, Departments and neighboring Universities for evaluation as per orders of the competent authority.
13. Receiving of evaluated answer books from the above places and re-counting the answer books and placing serially in the store.
14. Checking of awards of evaluated answer books and to do the work of Checking Assistant of some answer books which are sent other Universities directly to the by the branch.
15. Supply of awards to the Scanning agency for scanning
16. An advance is taken for giving payment to the evaluators/Checking Assistant/Moderator/Staff which are appointed at Spot Evaluation Centres and adjustment of Temporary Advances thereof.
17. Handling of Imprest for use of petty items and TA/DA for outsourcing employees.
18. Printing material
19. 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 under the kind control and direction of the Hon'ble Vice Chancellor/Registrar/Controller of Examinations and as per

the decision of the Academic Council/Executive Council/Court and as per 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 ➡ Superintendent ➡ Assistant

Therefore, you are the requested to the above said Branch Profile/Sub-Moto may be updated on the University Website.

Yours faithfully,

Sd/-

Superintendent (Secrecy)
for Controller of Examinations

SECRETARY BRANCH