

CHAUDHARY DEVI LAL UNIVERSITY SIRSA
(Established by the State Legislature Act 9 of 2003)

Section 4 of the RTI Act-2005

(i) a. The construction branch is located near shopping complex & opposite Tagore Bhawan at Chaudhary Devi Lal University, Sirsa. The Construction Branch is maintaining all the record relating to Construction activities such as Tender Register, Quality Control Register, Material at Site Register, Consumption Register, Estimates of the works, DNIT's, Technical Sanctions, Work Register, Contractor Ledger, Security Register, Taxes Register, Diary, Dispatch, Leaves Register etc. with other documents/files of construction branch which are being used in the construction activities.

(b) **Particulars of the organizations, its functions and duties:-**

The Construction Branch is a part of the University which is an agency for executing and monitoring the construction works in the University. The Construction Branch prepares estimates on the basis of proposals received from the departments. All the construction works are carried out in the university campus as per PWD specifications. All the informations related to tenders are made available time to time at university web site. The tenders are being called through e-tendering system. The Structure of construction branch is given as under:-



ii **The powers and duties of its Offices and Employees:-**

The Executive Engineer is responsible for supervision and control of construction branch. The Sub-Divisional Engineers/ Divisional Accountant / Deputy-Superintendent/Head-Draftsman/Junior Engineers/Draftsman/Tracer/ clerks are responsible for their respective jurisdictions.

iii **The procedure followed in the decision making process, including channels of supervision and accountability**

Sub-Divisional Engineer/ Head Draftsman/ Divisional Accountant/ Deputy-Superintendent/ Draftsman/Tracer/Clerks submit proposals/matters to the HOD i.e. Executive Engineer to take the decisions up to his competency and the matter beyond his competency are decided by the Vice-Chancellor / Technical Advisor (Retd. Chief Engineer) / Registrar. The matter relating to the monitoring or implementation of all the construction works are dealt by the Sub-Divisional Engineer/ Junior Engineer on sites

under the supervision of the Executive Engineer/Technical Advisor. The work of Drawing and Design, Detailed Estimates, DNIT etc. are dealt by the Head Draftsman/ D.M. under the supervision of the Executive Engineer. However, matters relating to accounts funds are dealt by the Divisional Accountant under the control of the Executive Engineer/Finance Officer/Senior Accounts Officer. There is Resident Audit Scheme in operation in the University and each and every expenditure is verified by the Auditors/RSA/ JD (Audit) of Local Audit Department.

iv **The norms set for the discharge of the duties:-**

All the functions of the Construction Branch are carried out during the office hours on all working days.

v **The rules, regulations, instructions manuals and records, held by it or under its control or under by its employees for discharging its functions:-**

The construction branch works on the basis of rules and instructions of the University and PWD B&R, Haryana.

vi **A statement of the categories of documents that are held by it or under its control:-**

All the documents relating to the construction works under the control of the Executive Engineer being HOD. As far as the record of construction files, agreements, M.B'., Drawings, Detailed Estimates etc. are lying with Sub-Divisional Engineer / Divisional Accountant/Deputy-Superintendent / Head Draftsman/ Junior Engineer/ Draftsman/Tracer/Clerks etc.

Vii **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-**

Technical Advisor i.e Retired, Chief Engineer (PWD (B&R), Haryana has been appointed by the University.

Viii **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its parts or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-**

No committee/ councils / boards/ bodies exist in the branch for holding meeting with the public by the branch. However, the Vice-Chancellor for inspecting the construction works in the University has constituted a Building Monitoring Construction Committee. A Tender Committee is also there which deliberate & recommends all the tender cases.

ix **Particulars of Officers and employees:-**

In the construction Branch, there is one division and three sub-divisions. The following regular staff is working in the division and sub divisions of the construction branch:-

(A) Division

Sr.No.	Name of employee	Designation	Office No.	Mobile No.
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1	Sh. Satish Kumar Vij	Executive Engineer	01666-239803	99960-17002
2	Sh. Pardeep Kumar	Divisional Accountant	--do--	92555-71586
3	Sh. Deepak Kumar	Deputy Superintendent	--do--	85709-93013
3	Sh. Virender Kumar	Head Draftsman	--do--	95412-98881
4	Sh. Dinesh Kumar	Draftsman	--do--	94663-72083
5	Sh. Anil Kumar	Tracer	--do--	94665-30182

(B) Sub-Division (Civil)

Sr.No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Rakesh Kumar Godara	Sub-Divisional Engineer	01666-239844	98963-23322
2	Sh. Rajat Kumar	Junior Engineer	--do--	96711-00088
3	Sh. Parveen Kumar	Junior Engineer	--do--	98124-60435

(C) Sub-Division (Electrical)

Sr.No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Surinder Singh	Sub-Divisional Engineer	01666-239840	94164-03900
2	Sh. Parveen Kumar	Junior Engineer	--do--	98124-60435

(D) Sub-Division (Public Health)

Sr.No.	Name of employee	Designation	Office No.	Mobile No.
1	Sh. Rakesh Kumar Godara	Sub-Divisional Engineer	01666-239844	98963-23322
2	Sh. Ashok Kumar	Junior Engineer	--do--	94166-22827

X The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:-

Allocation for the year 2017-18

Sr. No.	Head of Account	Approved budget estimates 2017-18
1	2	3
1	Construction of Administrative Block	750.00
2	Addition & Alteration	80.00
3	Maintenance of various Buildings & Roads	120.00
4	Horticulture & Landscaping work	30.00
5	funds required for Miscellenous completed works	20.00
6	Repair & Mtc. of Machinery & Equipement	12.00
7	Construction of Girls Hostel No.-3 (for OBC students) (ii)Social welfare Grant	0.00
8	Construction of Herbal Park	200.00
9	Construction of Boundary wall of the University Campus (on land under dispute) & raising of existing boundary wall	30.00
10	Construction of Teaching Block No.4	800.00
11	Construction of Main Store & Transport Office and Garage etc.	20.00

12	Firefighting system for the University campus	50.00
13	Construction of Road from B.H. No. 1 To STP	10.00
14	Sports equipment's & furniture	10.00
15	Providing installation & commissioning of Street Light (LED or etc.) & Solar Water Heater for Girls Hostel No. 1 & 2, Boys Hostel No. 1 & 2, Guest house & V.C. Residence.	5.00
16	Recycling of the STP Water	2.00
17	Construction of Day Care Centre	15.00
18	Furniture for Teaching Block-3	40.00
19	Furniture for Girls Hostel-3	40.00
20	Construction of Super H-type Houses	30.00
21	Construction of F-type Houses	165.00
22	Construction of C-type Houses	175.00
23	Construction of E-type Houses	100.00
24	Construction of D-type Houses	65.00
25	Extension of construction branch office	63.00
26	S/I/T/C of Retractable Chairs in MP Hall	10.00
27	Construction of Swimming pool	10.00
28	Construction of footpath around roads	35.00
29	Removing of existing overhead cable and Providing & laying of underground cables in the university campus	65.00
30	Construction of VIP Guest House	40.00
31	Construction of Transit Hostel	30.00
32	Extension of Boys Hostel No 1	200.00
33	Solar Power Plant	190.00
34	Up gradation/construction & Renovation of University Sports Complex	20.00
35	Providing installation & commissioning of Street Light (LED) along the existing boundary wall	5.00
36	Construction of Community Centre	40.00
37	Construction of Teacher's Club	40.00
38	Equipment & furniture in Auditorium & MP Hall	45.00
	Total	3562.00

Xi The matter of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers:-

No such arrangement/facilities exist in this Branch.

Xii Particulars of recipients of concessions, permits or authorizations granted by it:-

No such arrangement/facilities exist in this branch.

Xiii Details in respect of the information, available to or held by it, reduced in an electronic form:-

All the records/information is available in documentary form at construction branch. However, tender notice of the construction work is uploaded on the

university web-site. The tenders are being called through e-tendering system of Haryana Govt.

Xiv The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-

No library or reading room is available in the branch. However, the information related to this branch can be obtained during the working hours on any working day through SPIO of the University.

Xv The names, designations and other particulars of the public information officers:-

Sh. Kuldip Kumar, Assistant Registrar is working as State Public Information Officer, CDLU, Sirsa.

Xvi Such other information as may be prescribed; and thereafter update these publications every year:-

In addition to above, any further information relating to this branch can be obtained from the Executive Engineer through SPIO, CDLU, Sirsa.