

ACCOUNTS BRANCH
Chaudhary Devi Lal University, Sirsa
(Established by the State Legislature Act 9 of 2003)

Sub:- Compliance of Section 4 of RTI Act.

1) **Situation of Office** :- Room No. 118 & 119, Administrative Block-2, CDLU, Sirsa.

2) **Officer/Officials in the Accounts Branch on regular basis.**

Sr. No.	Name of the Officer/Official	Designation	Phone/Mobile No.
1	Sh. Rajesh Kumar Bansal	Chief Accounts Officer	239834 (Office), 83980-12093
2	Sh. Naresh Bawa	Accounts Officer	81684-04515
3	Sh. Rajesh Kumar	Section Officer	94660-05932
4	Sh. Kuldeep	Assistant	94680-49700
5	Sh. Kuldeep Goyal	Accountant	79869-94047
6	Ms. Shuchi	Accountant	99918-77786
7	Sh. Vikas Chawla	Accountant	98126-34343
8	Ms. Anju	JSS	92551-01151
9	Sh. Bharat Bhushan	Daftri	94166-17936
10	Sh. Jagdeep Singh	Watchmen	94660-62780

3) **Dealing Work**

Budget, Salary of teaching/non-teaching and staff through outsourcing agency posted in CDLU, Sirsa, Payment/Pre-audit of Bills, Fee Collection/Depositing in Bank, Issue of Cheques for Main/UGC/UCDL/SFS Account etc. & other relevant work pertaining to Accounts of the University i.e. Expenditure Register/Income Register/New Pension Scheme/Provident Fund Accounts of Staff/Advance from Provident Fund.

4) **Discharge of duties and norms.**

The office discharges the duties as mentioned at point No. 3 under the kind control and direction of the Hon'ble Vice Chancellor and the Registrar as per the rules & regulations mentioned in CDLU Calendar & University Accounts Code and as per the provisions rule of Govt., University Act, the decisions of Finance Committee, Executive Council & Court.

5) **Record of the office**

The office maintains record of accounts such as vouchers, cash book, receipt Books, ledger, day book, expenditure register and other relevant record relating to Accounts Branch.

6) **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.

7) **Channel for Supervision**

Directions :- Vice Chancellor – Registrar – Chief Accounts Officer – Accounts Officer – Section Officer-Assistant/Accountant/J.S.S./A/cs Clerk/Clerk/Daftri

Sanctions :- Daftri/Clerk/A/cs Clerk/J.S.S./Accountant/Assistant-Section Officer–

Accounts Officer –Chief Accounts Officer – Registrar –Vice Chancellor

8) Other

The information called through R .T.I. Act-2005 is supplied through
S.P.I.O., CDLU, Sirsa.

**Chief Accounts Officer
Ch. Devi Lal University,
Sirsa**

CC:-

A copy of the above is forwarded to the SPIO, CDLU, Sirsa for information,
Please.

