

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

Compliance of Section-4 (1) (b) of the RTI Act

Ch. Dalbir Singh Chair

The office of the Chaudhary Dalbir Singh Chair is located in Room No 132, First Floor, Tagore Bhawan, Chaudhary Devi Lal University Sirsa

i) Particulars of the Organization, its functions & duties:

- 1 To convene meeting organize Seminar/workshops/conference and lecture in the Research field related to the life thought, activities and ideology of Ch Dalbir Singh
- 2 To maintain effective liaison with the persons who have knowledge and experience to work with Ch. Dalbir Singh or who can directly or indirectly contribute in this regard
3. To perform all such functions as are laid down in the Statutes Ordinances and rules of the University or those laid down by the University authority and the Vice Chancellor from time to time.
4. To promote healthy environment in the office and conduct oneself in a just and fair manner in the interest of overall academic growth.

ii) The powers and duties of its officers and employees:

- a) Chairperson: Administrative and financial powers are vested in him/her. He acts as Head of the department. All the office employees are working under his /her control and supervision.
- b) The clerk is to maintain the office record and for preparing the files of all kinds
- c) Peon carries the files, dak and circulars from one to other officials/officers of the office.

iii) The procedure followed in the decision making process including channels of supervision and accountability.

The decisions are taken as per the relevant Act, UGC norms, Statute Schedule and Ordinance of the University either by the Chairperson and/or by the committee.

iv) The norms set for the discharge of duties:

All functions of the office are performed as per the rules & regulations norms, instructions and directions contained in the concern statutory source during the office hours on all working days

v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

The Office works on the basis of rules, regulations and instructions of the University (Act/ Calendar / ordinances), State Govt., UGC, Ministry of HRD, Govt. of India etc.

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

Almost all the records of documents, copy of rules and regulations, instructions, notices of the duties files related to official or students are available in the office

vii) The particulars of any arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof:

No such arrangement exists in this office.

- viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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**

The detail of the Advisory Committee is as under:

- | | |
|---|----------|
| (i) Incharge, Ch. Dalbir Singh Chair | Convener |
| (ii) Chairperson, Department of Public Admn, CDLU, Sirsa | Member |
| (iii) Chairperson, Department of History, CDLU, Sirsa | Member |
| (iv) Chairperson, Department of Economics, CDLU, Sirsa | Member |
| (v) Co-ordinator, UGC Coaching Cell, CDLU, Sirsa | Member |
| (vi) Mrs. Kamlesh, Asstt. Prof. Department of Commerce, CDLU, Sirsa | Member |

- ix) **A directory of its officers and employees:**

Sr. No.	Name	Designation	Telephone No.
1.	Prof. Abhey Singh	Professor & Chairperson	89011-18777
2	Supporting staff, Department of Economics	SSS, Lab Attendant and Peon	9812929961, 96711-00230

- x) **The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations:**

The details of remuneration of each employee are available in the Accounts Branch

- xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

The budgets allocated to each agency are available in the Accounts Branch.

- xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

As per University rules

- xiii) **Particulars of recipients of concessions permits or authorizations granted by it.**

As per UGC/Union Govt./State Govt. policies.

- xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form.**

The detail of the information is available in the office in the form of hard copy as well as on the University website

- xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.**

Any citizen of India can seek information under RTI Act 2005 as per the prescribed procedure. The office does not have its own library or reading room The detail of the information is available on University website.

- xvi) **Such other information as may be prescribed and thereafter update these publications every year.**

The particulars as mentioned above are hereby placed for the information of public at large. In addition to the above, in case any person wishes to obtain any further information pertaining to the functioning of this office, he/she may contact the above mentioned officer.

Public all relevant facts while formulating important policies or announcing the decisions which affect public.

The minutes of all Committees/Council are being sent to the relevant branch/offices well in time

Provide reasons for its administrative or quasi-judicial decisions to affected.

Usually the reasons are also mentioned for every decision taken in Committees/Council etc.

Sd/-
Incharge
Ch. Dalbir Singh Chair

