

# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the state legislature Act 9 of 2003)

(Office of Controller of Examinations)

Dated: - 15.06.2020

**Sub: - Strict compliance of section 4(i)(b) of the RTI Act and disclose the information immediately by way of uploading on the University Website as per format..**

i) The COE office is situated at Lal Bahadur Shastri, Administrative Block, Ground Floor, Chaudhary Devi Lal University, Sirsa.

ii) The following officials are working in the COE Office on regular basis:

Sr. No.	Name	Designation	Office Phone Number
1.	Prof. Sultan Singh	COE	01666-239808
2.	Sh. Harbans Lal	Superintendent	01666-239808
3.	Sh. Jaskaran Singh	P.A.	01666-239808

iii) Dealing work: The office is deal with Examinations supervisory work of the University as well as affiliated colleges.

iv) Discharge of duties and norms: The office act as per guidelines of the University Act, Calendar, Executive Council, Academic Council and Rule regulations/Directions of the Government and UGC received from time to time.

2) Record of the office: Stock Register, Files, Dak receipt register and Dispatch register.

3) Facility for information seekers: The office provides information regarding office record to the seeker as and when needed with the approval of the competent authority.

4) Channel for Supervision:

Upward	Clerk → Personal Assistant → Superintendent → Controller of Examinations → Registrar → Vice-Chancellor
Downward	Vice-Chancellor → Registrar → Controller of Examinations → Concerned Branch Officers/Superintendent (COE Office) → Personal Assistant → Clerk

The Controller of Examinations is an Administrative Head of the Examination Wing and discharge his duties under the kind directions of the University Authorities.

In addition to above, in case, any person wishes to obtain any further information through R.T.I. Act 2005, the same is supplied through S.P.I.O., CDLU, Sirsa or he/she may contact directly to the University Officers.

**Superintendent (COE Office)**

For Controller of Examinations