

Department of Public Administration
Ch. Devi Lal University, Sirsa (Hry.) -125055



Pro-active/suo-moto disclosure u/s 4 of the RTI Act.

4.1.b.

i. The particulars of its Organization, functions and duties:

The Department is running course of M.A (Regular Mode), M.Phil. (Under SFS) and Ph.D.

Education, Research and extension activities are the main functions of this department.

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

- a. Chairperson: Administrative and Financial powers are vested in him. He acts as Head of the Department. All faculty members and non teaching employees are working under his control and supervision
- b. The duties of all faculty members including the Chairperson are to teach the students, research work time to time as well as to cooperate in day to day function of the department.
- c. The Clerk is to maintain the office record and preparing all kinds of letters and files.
- d. Peon carries the files, dak and circulars from one to other officials/officers of the department and other departments and branches.

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

- a. Decision making is done by the Chairperson in consultation with the Staff Council, DRC, UGBOS, PGBOS and Faculty.
- b. There is direct Supervision and accountability of the Chairperson and indirect that of bodies mentioned in para iii (a).

iv. The norms set by it for the discharge of its functions:-

- a. All the functions of the Department are carried out during the office hours on all working days, if otherwise demanded by special situation or orders.

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

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

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

Generally all the records of documents relating to the students i.e. admission form and supporting documents, attendance registers, assignments, house test answer sheets and the official communication record/letters/circulars/files/registers etc relating to the functioning of the department are kept in the office of the department.

Besides this, the copy of rules and regulations, instructions, notifications, notices of the duties, files related to activities performed by the department are also available in the office of the Department.

vii. The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

As such arrangement exists in the department, however any member of the public can discuss an aforesaid issue with the Chairperson and Staff members on any issue of policy formulation and implementation with prior intimation.

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 advice 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 following committee exist in the department:

a. Staff Council

Prof. Vishnu Bhagwan	Chairperson
Prof. Rajbir Singh Dalal (EOL for one yr)	Member
Prof. Rajkumar Siwach	Member
Dr. Sultan Singh	Member
Dr. Satyawan	Member Secretary

b. Departmental Research Committee

Prof. Vishnu Bhagwan	Convener
Prof. Rajbir Singh Dalal (EOL for one yr)	Member
Prof. Rajkumar Siwach	Member
Dr. Satyawan	Member
Dr. Sultan Singh	Member

c. UGBOS

Chairperson, Dept. of Public Administration	Chairperson/Member
Prof. Rajkumar Siwach, CDLU, Sirsa	Member
Dr. Satyawan, Associate Prof., CDLU, Sirsa	Member
Sh. Jeet Ram , Assistant Prof. Govt. National College, Sirsa	Member
Sh. Balwan Singh, Assistant Prof. Govt. College, Bhattu Kalan, Fatehabad	Member
Sh. Pawan Kumar, Assistant Prof. Shah Satnam Ji Boys' College, Sirsa	Member
Prof. S.C. Arora, Former Prof. and Head, Dept. of Pub. Admn. MDU, Rohtak	Outside Expert
Prof. Rajesh Kumar, Head, Dept. of Public Pub. Adm., KUK	Outside Expert

d. PGBOS&R

Chairperson of Department	Chairperson/Member
Prof. Rajbir Singh Dalal (EOL for one yr)	Member
Prof. Rajkumar Siwach	Member
Prof. Vishnu Bhagwan	Member

Dr. Satyawan

Member

Dr. Sultan Singh

Member

Note: The term/time of PGBOS&R outside side expert has been completed and new notification will be issues soon.

xi. A directory of its officers and employees:

Sr. No.	Name	Designation	Contact No.
1	Dr. Vishnu Bhagwan,	Professor and Chairperson	01666-248600, 9812556101
2	Dr. Rajbir Singh Dalal,	Professor (EOL for one yr)	9466003184
3	Dr. Rajkumar Siwach	Professor	9416022116
4	Dr. Satyawan	Associate Prof.	9813132750
5	Dr. Sultan Singh	Associate Prof.	9416318040
6	Mr. Manjeet Singh	Clerk (Contract)	8059600302
7	Mr. Rajesh Kumar	Peon (Contract)	9992681480

x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:

The remuneration details 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 expenditure and reports on disbursements made:

The detail of budget allotted to this department is available with Accounts Branch.

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

No such programme exists in the department.

xiii. Particulars of recipients of concessions, permits or authorizations granted by it:

As per University Guidelines/UGC/State Govt./ received in the department by the university time to time .

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

The important notices are sent to university website for uploading from time to time and this information is maintained by the EDP Cell/IT Cell of the University.

xv. The particulars of facilities are available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The department has no separate library. So far the matter is concerning to the university library the citizen can contact that office in the working hours with prior approval of the competent authorities.

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

Such information updated time to time by the department.

4.1.C.

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

The minutes of all Committees/Councils are sent to the relevant branch/offices well in time and displayed in public domain as per requirement.

4.1.d.

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.