

**Chaudhary Devi Lal University, Sirsa  
Department of Punjabi**

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

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

The Department of Punjabi is running courses M.A. Punjabi (Regular Mode)

**(ii) The powers and duties of the officers and employees: -**

- (a) Chairperson: Administrative and financial powers are vested in him/her. He acts as Head of the department. All the faculty members and non-teaching employees are working under his/her control and supervision.
- (b) The duties of all the faculty members are to teach the students as well as to cooperate in the day to day functioning by the Incharge of the department.
- (c) The Sr. Scale Stenographer is to maintain the office record and for preparing the files of all kinds.
- (d) Peon carries the files, dak and circulars from one to other officials/officers of the Department.

**(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 UGBO, PGBOS and Faculty.
- (b) Supervision and accountability is either performed by the Chairperson.

**(iv) The norms set by it for the discharge of its functions:**

All the functions of the Department 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 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, State Govt., NCTE, 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 almost all the records of documents relating to the students and 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 students etc. 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 relating to the formulation of its policy or implementation thereof:**

No such arrangement exists in the department.

**(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 Committees exist in the department:**

**(a) UGBOS**

- 1) Chairperson of the Department Chairperson/Member
- 2) Dr. Preet Kaur, Asstt. Prof., GNC, Sirsa.
- 3) Sh. Jaspal Singh, I.G. Govt.College, Tohana.
- 4) Dr. Birbal Singh, Asstt. Prof., K.T. Govt. College, Ratia.
- 5) Dr. Joginder Singh, Asstt. Prof., CMRJ Govt. College, Ellenabad.
- 6) Sh. Sarvjet Singh, Asstt. Prof., Govt. College, for Women Ratia
- 7) Dr. Harmeet Kaur, Asstt. Prof., Mata Harki Devi College for Women, Odhan.
- 8) Prof. Harsimran Singh Randhawa, Department of Punjabi, KUK.  
(Outside expert)
- 9) Prof. Jeet Singh Joshi, Regional Centre, Punjabi University  
Bhatinda. (Outside expert)

**(b) UGBOS**

- 1) Chairperson of the Department Chairperson
- 2) Sh. Harvinder Singh, Associate Professor, Govt College for Women, Sirsa.
- 3) Ms. Harvinder Kaur, Assistant Professor, Govt National College, Sirsa.
- 4) Outside Expert Prof. Yograj, Department of Punjabi, p. U. Chandigarh.  
Mob. No.94664-18168
- 5) Outside Expert Prof. Rajinder Singh Bhatti (Retd.), Department of Punjabi,  
Kurukshetra University, Kurukshetra

**(ix) A Directory of its officers and employees:**

<b>Sr. No.</b>	<b>Name of the employee</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Dr. Umed Singh	Professor	94665-16885
2	Dr. S.S. Bajwa	Incharge, Punjabi	9812500606
3	Mrs. Mamta	SSS	9416256634
4	Mr. Naveen Kumar	Peon	7876152946

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

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 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 allocate and the details of beneficiaries of such programmes:**

As per University rules.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:**

The fellowship/ Scholarship are availed by the SC/ST/OBC and minority community students 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 information to send in electronic form is sent to the website office to the University to display that the University of the Website.

- (xv) 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:**

Any citizen of India can seek information under RTI Act, 2005 as per the prescribed procedure. The department does not have its own library or reading room. The detail of the information is available on the notice board and in the office in the form of hard copy as well as on the University Website.

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

The particulars are 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 Department, he/she may contact in the department.

- 4.1.c. Public all relevant facts while formulating, important policies or announcing the decisions which affect public:**

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

- 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/ PGBOS/UGBOS etc.