

1. Situation of Office:- Administrative Block, Part-C, Room No. 121
2. Officer/Official in the General Branch on regular basis.

<b>Name of the Officer/Official</b>	<b>Designation</b>	<b>Phone/Mobile No.</b>
Sh. S.K. Vij	Estate Officer	239822(Office) 99960-17002
Sh. Pawan Kumar	Dy. Supdt.	9255586131
Sh. Rampal	Assistant	94667-42995
Sh. Manoj Kumar	Assistant	01666-239822
Sh. Rajesh Kumar	Cook	90503-58274
Sh. Sushil Kumar	Watchman	94166-17072
Sh. Pawan Kumar	Watchman	80590-09831
Sh. Jagdeep Kundu	Watchman	94660-62780
Sh. Dinesh Kumar	Watchman	79885-13048
Sh. Sukhwinder Singh	Watchman	99918-16530
Sh. Sandeep Kumar	Watchman	73996-11112
Sh. Rohtash Singh	Watchman	94683-52953
Sh. Surender Singh	Watchman	9466080671
Sh. Subhash Chander	Watchman	9416252800
Sh. Prithvi Singh	Watchman	7015744243

### 3. Dealing work

The General Branch of the University deals with making purchase of the various articles of different categories required by the Teaching Department and various administrative Offices. General Branch looks after the University Guest House, MP Hall, Seminar Hall, and House Allotment for the Teaching & Non-Teaching staff of the University. The branch is also dealing with security of University Main Gate-I, II & III as well as Girls Hostels and Boys Hostels through Regular and Outsourcing Watchmen's. The work of outsourcing Agency for supply of manpower of various categories in the University is also undertaken by the General Branch. In order to streamline the various duties assigned to the General Branch, the work has been distributed to various employees to make the Branch more efficient.

#### 4. Discharge of duties and norms.

The office discharges its duties and functions on the subject matter given at point No. 3 under the kind control and direction of the Hon'ble Vice-Chancellor and worthy Registrar as per the provisions of University Act, University Calendar, The Executive Council decisions and other rules as applicable.

#### 5. Facility for information seekers

The office record as well as information regarding the office is provided to the seekers as and when so needed, with the approval of the University.

#### 6. Channel of supervision

##### **Direction:-**

Vice-Chancellor ▶ Registrar ▶ Estate Officer ▶ Dy. Superintendent (Gen) ▶ Assistant ▶ Clerk/Peon

##### **Sanctions:-**

Clerk ▶ Assistant ▶ Dy. Superintendent ▶ Estate Officer ▶ Registrar ▶ Vice-Chancellor

#### 7. Other

The information called through RTI Act-2005 is supplied through SPIO, CDLU, Sirsa. This is for you information & necessary action, please.