



# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

## ESTABLISHMENT BRANCH (NON-TEACHING)

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

**1. Situation of office:**

Room No. 34, Block-C, Lal Bahadur Shastri Building.

**2. Officer/Employees in the Establishment Branch (Non-Teaching Set):**

Sr. No.	Name of the officers / officials	Designation	Contact No. & E-mail
1.	Sh. Kuldeep Kumar	Deputy Registrar	No.: 01666-239829 (Office) E-mail: <a href="mailto:esttbrnt@cdu.ac.in">esttbrnt@cdu.ac.in</a>
2.	Dr. Omda	Superintendent	
3.	Sh. Lal Singh	Assistant	
4.	Sh. Jagdish Kumar	Assistant	
5.	Sh. Rajesh Kumar	Clerk (2 <sup>nd</sup> Half)	

**3. Dealing work:**

- All establishment matters of non-teaching employees of the University.
- Recruitment of non-teaching employees of the University on regular basis.
- Service matters of the regular non-teaching employees.
- Keeping all service records of the regular non-teaching employees.

**4. Discharge of duties and norms:**

The office is discharging the duties and function on the subject matter of 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 & Statutes, University Calendar, the Executive Council decisions and other rules as applicable.

**5. Record of the office:**

The office maintains all the record as given in Point No. 3 in documentary form.

**6. Facility for information seekers:**

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

**7. SPIO for the office:**

State Public Information Officer of Chaudhary Devi Lal University, Sirsa

**8. Channel of Supervision:**

**Directions:**

Vice-Chancellor ► Registrar ► Assistant Registrar

► Deputy Superintendent ► Assistant ► Clerk

**Sanctions:**

Clerk ► Assistant ► Deputy Superintendent

► Assistant Registrar ► Registrar ► Vice-Chancellor

**9. List of all regular Non-Teaching employees of the University (Department/Braches wise):**

As at **Annexure-I**.

**10.** The service rules and conduct rules of the university employees and other rules are available in the University Act/Statute and Calendars Vol. I, II & III and same are available at University website: [www.cdlu.ac.in](http://www.cdlu.ac.in).

## NonTeaching Employees

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation		Remarks
<b>Vice Chancellor's Office</b>				
1	Prof.Ajmer Singh Malik	Vice-Chancellor		
2	Kuldip Kumar	Deputy Registrar		
3	Hori Lal	AR to Vice-Chancellor		
4	Hemant Kumar	Assistant		
5	Mahesh Kumar	Clerk		
6	Suresh Kumar	Driver		
7	Kamal Kumar	Cook		
<b>Registrar's Office</b>				
	Dr. Rakesh Kumar Wadhwa	Registrar		
1	Dharamveer	Personal Assistant		
2	Kamal Kumar	Assistant		
3	Neeru Bala	Steno Typist		
<b>Establishment Branch (Non- Teaching Set)</b>				
1	Kuldip Kumar	Deputy Registrar (Non-Teaching & Teaching)		
2	Vijay Ranga	Deputy Superintendent		
3	Manoj	Assistant		
4	Jagdish Kumar	Assistant		
<b>Establishment Branch (Teaching Set)</b>				
1	Kuldip Kumar	Deputy Registrar (Non-Teaching & Teaching)		
2	Omda Kumar	Superintendent		
3	Krishan Kumar	Assistant		
4	Lal Singh	Assistant		
5	Mukesh	SSS		
<b>Accounts Branch</b>				
1	Naresh Bawa	Accounts Officer		On transfer basis from State Govt.
2	Rajesh Kumar	Section Officer		On transfer basis from State Govt.
3	Rakesh Kumar	Assistant		
4	Hitender Soni	Assistant		
5	Vivek Sharma	Steno-Typist		
6	Devender Singh	Accountant		On deputation at SUPVA Rohtak
7	Kuldeep Goyal	Accountant		on EOL
8	Shuchi Gupta	Accountant		on EOL
9	Kuldeep	Assistant		on EOL
10	Vikas Chawla	Accounts Clerk		on EOL
11	Anju Bala	J.S.S.		
12	Bharat Bhushan	Daftri		
13	Jagdeep Singh	Watchman		
14	Pritpal Singh	Divisional Accountant		on deputation from HPGCL
<b>Academic Branch</b>				

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation		Remarks
1	Munni Devi	Deputy Registrar		
2	Sunder Lal	Deputy Superintendent		
3	Anil Kumar Bhoria	Assistant		
4	Rameshwar Dass	Assistant		
5	Ran Singh	Daftri		
6	Ram Sabad	Peon		
<b>University Centre for Distance Learning</b>				
1	Monika Verma	Director		Additional Charge
2	Sultan Singh Dhanda	Deputy Director		Additional Charge
3	Smt. Kiran Bala	Superintendent		
4	Smt. Mamta	SSS		
<b>Registration &amp; Scholarship Branch</b>				
1	Bajrang Lal	Superintendent		
2	Suman Duhan	Assistant		
3	Darshan Kumar	Assistant		On deputation to Maharishi Valmiki Sanskrit University, Kaithal
4	Renu Jindal	Computer Assistant / DEO		
5	Sajjan Kumar	Peon		On deputation to Gurugram University, Gurugram
<b>Construction Branch</b>				
1	S.K. Vij	Executive Engineer		
2	Rakesh Kumar	SDE (Civil)		
3	Surinder Singh	S.D.E. (Electrical)		
4	Virender Kumar	Head Draftsman		
5	Rajat Kumar	JE (Civil)		
6	Ashok Kumar	JE (Public Health)		
7	Parveen Kumar	JE (Civil)		
8	Hanuman Dass	JE (Electrical)		On deputation from HPGCL
9	Pardeep Kumar	Divisional Accountant		
10	Deepak Kumar	Deputy Superintendent		
11	Dinesh Kumar	Draftsman		
12	Anil Kumar	Tracer		
13	Mahender Singh	Driver		
14	Ravinder Saini	Peon		
<b>General Branch</b>				
1	Dr. Silender Singh	Estate Officer		Additional Charge
2	Pawan Kumar	Dy. Supdt.		
3	Ram Pal	Assistant		
4	Sachin Girhotra	Assistant		
5	Rajesh Kumar	Cook		
6	Rohtash Singh	Watchman		
7	Dinesh Kumar	Watchman		
8	Sukhvinder Singh	Watchman		

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation		Remarks
9	Surender Singh	Watchman		
10	Prithvi Singh	Watchman		
11	Pawan Kumar	Watchman		
12	Subhash Chander	Watchman		
13	Sushil Kumar	Watchman		
14	Sandeep Kumar	Watchman		
15	Manoj Kumar	Assistant		on EOL
<b>University Health Centre</b>				
1	Dr. Shafali	Medical Officer		
2	Renu Sharma	Staff Nurse		
3	Surjeet Kumar	Pharmacist		
4	Dharampal	Lab. Technician		
<b>Legal Cell</b>				
1	Baljit Kumar	Law Officer		
2	Madan Singh	Legal Assistant		
<b>SPIO Office</b>				
1	Baljit Kumar	SPIO		Additional Charge
<b>FAA Office</b>				
1	J.S. Jakhar	FAA (for all the offices and branches except UTDs and Hostels)		Additional Charge
2	Dean Faculty of Law	FAA (for UTDs)		Additional Charge
3	Chief Warden	FAA (for Hostels )		Additional Charge
<b>C.O.E. Office</b>				
1	Sultan Singh	Controller of Exam.		Additional Charge
2	Surender Singh	Dy. Controller of Exam.		Additional Charge
3	Harbans Lal	Superintendent		
4	Rakesh Kumar	Steno-Typist		
5	Balwinder Singh	Driver		
6	Meena	Peon		
<b>A. Results Branch</b>				
1	Prem Kumar	Superintendent		
2	Satish Kumar	Deputy Superintendent		
3	Krishan Kumar Yadav	Assistant		On deputation
4	Devender Singh	Assistant		1st half
5	Surender Handa	Assistant		
6	Parveen Kumar	Assistant (PA to Registrar)		on deputation
7	Sanjeev Kumar	Computer Assistant / DEO		
8	Lilu Ram	Peon		
<b>B. Conduct Branch</b>				
1	Ramesh Chander Hans	Superintendent		
2	Rajesh Kamboj	Assistant		
3	Sunil Saini	SSS		

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation		Remarks
<b>C. Secrecy Branch</b>				
1	Sanjay Tiwari	Assistant Registrar		
2	Mukesh Joshi	Assistant		
3	Hari Ram	Assistant		
4	Parveen Kapoor	Peon		
<b>D. Revaluation Branch</b>				
1	Rashmi	Dy. Superintendent		
2	Devender Kumar	Assistant		2nd half
3	Sanjay Kumar	JSS		
4	Rajiv Raman	Clerk		On deputation to Gurugram University, Gurugram
5	Dharambir	Peon		
<b>University Library</b>				
1	Pankaj Sharma	University Librarian		Additional Charge
2	Rajiv Viz	Assistant Librarian		
3	Sharmila Kumari	Restorer		
4	Murlidhar	Restorer		
5	Raj Kumar	Library Attendant		
6	Satbir Singh	Steno-Typist		
<b>Colleges Branch</b>				
1	Dilbag Singh	Dean of Colleges		Additional Charge
2	R. C. Moury	Superintendent		
3	Ashok Saini	SSS		
<b>University Computer Centre</b>				
1	Saroj Mehta	System Manager		Incharge
2	Surender Lathar	Sr. Technical Assistant		on deputation wef 06.10.2020 to CRSU Jind
3	Subhash Chander	Sr. Technical Assistant		
<b>I.T. Cell</b>				
1	Saroj Mehta	System Manager		Incharge
2	Gulshan Kumar	Junior Programmer		
<b>EDP Cell</b>				
1	Saroj Mehta	In-Charge		Additional Charge
2	Bhushan Kumar	Sr. Technical Assistant		
3	Kiran Kapil Asija	Computer Assistant		
<b>Hostel Office</b>				
1	Abhey Singh Godara	Chief Warden		Additional Charge
2	Dharambir Singh	Warden, Boys Hostel No. 1		Additional Charge
3	Ram Mehar Dixit	Warden, Boys Hostel No. 2		Additional Charge
4	Ranjit Kaur	Co-ordinator		Additional Charge

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation		Remarks
5	Saroj	Lady Warden		On CCL
6	Sanju	Lady Warden (Girls Hostel No. 1)		
7	Kamlesh	Lady Warden (Girls Hostel No. 2)		
8	Rachna	Lady Warden (Girls Hostel No. 3)		
9	Malakh Raj	Driver		
<b>AISHE Cell</b>				
1	Ram Chander Moury	Nodal Officer		Additional Charge
<b>SC/ST Cell</b>				
1	Ram Chander Moury	Nodal Officer		Additional Charge
2	Lal Singh	Assistant		Additional Charge
<b>Secretary Sports Council</b>				
1	Monika Verma	President		Additional Charge
2	Ashok Sharma	Secretary		Additional Charge
3	Hans Ram	Coach		
4	Savita Dhanda	Coach		
5	Jaskaran Singh	PA		
6	Ram Nath	Peon		
<b>Office of Dean Student's Welfare</b>				
1	Vishnu Bhagwan	Dean Student's Welfare		Additional charge
2	Silender Hooda	Addl. Dean Student's Welfare		Additional charge
3				
<b>Directorate of Youth Welfare</b>				
1	Manju Nehra	Director		Additional charge
2	Ranjeet Kaur	Cultural Co-ordinator		
2	Rajesh Kumar	ADYW		
<b>Transport Office</b>				
1	Bajrang Lal	Transport Officer		Additional Charge
2	Ashok Kumar	SSS		Additional Charge
3	Arvind Dev	Driver		
<b>V.C. Window</b>				
1	Madan Singh	Legal Assistant		Additional Charge
<b>Internal Quality Assurance Cell</b>				
1	S.K. Gahlawat	Director		Additional Charge
2	Surender Singh	Coordinator		Additional Charge
3	Rajinder Singh	Assistant		On deputation
4	Mukesh Kumar	SSS		2nd Half
<b>Office of Dean Academic Affairs</b>				
1	S.K. Gahalawat	Dean, Academic Affairs		Additional Charge
2	Charu	Steno-Typist		Look after the work of Dean Faculty of Engineering & Technology

Sr. No.	Name of Officer/Official (Dr./Sh./Ms./Mrs.)	Designation	Remarks
<b>University College</b>			
1	Surinder Singh	Principal	Additional Charge
2	Shiv Kumar	Library Attendant	
<b>Office of DPRO</b>			
1	Amit Sangwan	DPRO	Additional Charge
<b>Office of CVO</b>			
1	Sultan Singh	Vigilance Officer	Additional Charge
2	Parul Sindwani	Steno-typist	2nd Half
CM / PM Window			
1	Baljeet Kumar	Nodal Officer	Additional charge
2	Bhushan Kumar	Senior Technical Assistant	
Audit Office			
1	Deepak Thapar	Joint Director Audit	On transfer basis from State Govt.
2	Balwinder Singh	Auditor	On transfer basis from State Govt.
3	Ramesh	Auditor	On transfer basis from State Govt.

**List of employees deployed in University Teaching Departments**

Sr. No.	Name of Employee(Dr./Sh./Ms./Mrs.)	Designation	Department's Name
1	Rajesh Kumar	Clerk	Business Administration,
2	Surender Kumar	Clerk	Deptt. of EES & Chemistry
3	Sunil Kumar	Steno Typist	Deptt. of Biotechnology & Music
4	Sunita Rani	Clerk	Deptt. of Mathematics
5	Anil Kumar	JSS	Dept. of Economics, Geography and Dean Faculty of Social Sciences
6	Neetu Rani	Steno-Typist	Department of English, Dean Faculty of Humanities, Women Complaints Committee
7	Sunil Kumar Babbar	JSS	Dept of CSA (on deputation)
8	Anil Kumar	Lab Attendant	EES
9	Vinod Kumar	Restorer	Law (Departmental Library)
10	Devi Lal	Peon	Dept. of Law
11	Jayoti	Steno Typist	Dept. of Education, History, Physical Sciences, Dean Faculty of Education
12	Manju	JSS	Deptt. of Hindi, Punjabi & Sanskrit
13	Parul Sindwani	Steno Typist	Dean Research & CVO
<b>List of Contractual Staff</b>			
1	A.K. Modi	Technical Advisor	Construction Branch
2	Himmat Singh	Security Consultant	Security Office
3	Amod Kumar Singh	Horticulture Advisor	Construction Branch
4	Devender Kumar	Chief Accounts Officer (Retd)	Account Branch



