

**Compliance of Section 4 of RTI Dept./Office Transport Office
Chaudhary Devi Lal University, Sirsa**

Section detail	Provision of sections	Information required to be disclosed.
4.1.b. (i)	The particulars of its organization	<p><u>Transport Office</u>- Room No.208, Lal Bahadur Shastri Administrative Block, 2nd Floor, Chaudhary Devi Lal University, Sirsa Email- transport@cdu.ac.in</p> <p style="text-align: center;"><u>Function of the Branch</u></p> <p>The Transport office is headed by the Transport officer works with coordination of all the UTDs and all Branches. All the University Vehicles are monitored by the office. The followings are the responsibilities of the Office.</p> <ol style="list-style-type: none"> 1. Purchase of new University Vehicles. 2. Maintenance of University Vehicles. 3. Providing Ambulance to the UTDs students and employees. 4. Providing of Vehicles University Bus for Educational tours/ trips to the students of UTD's etc. 5. Payments of bills for Diesel / Petrol used in the vehicles for official visits. 6. Auctions of Old Vehicles.
(ii)	The powers and duties of its officers and employees	<ol style="list-style-type: none"> 1. Transport Officer---To supervise the all office work. 2. Personal Assistant---To put up all cases of Transport Office 3. Clerk----To assist the Personal Assistant in office work. 4. Peon----To deliver dak/office file to different office.

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	<u>For financial and policy decision Cases.</u> 1. Clerk → Personal Assistant → Transport Officer
(iv)	The norms set by it for the discharge of its functions	The office works of the Branch is being done as per University Calendar/Act/Statute.
(v)	The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The office works of the Branch is being done as per University Calendar/Act/Statute. .
(vi)	A statement of the categories of documents that are held by it or under its control	Files regarding correspondence with UTDs, All the Offices/Branches/ Higher Education Commission, Panchkula
(vii)	A directory of its officers and employees	Sh. Ramesh Chander Hans Transport Officer --94163-10001 Sh. Ashok Saini Personal Assistant – 99911-91112 Ms. Suman (Outsourcing) Clerk--- 98772-16112 Sh. Sohan Lal (Outsourcing) Peon--- 94673-02697
(viii)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Transport Officer ----- Salary as per UGC/State Govt. Personal Assistant ----- Salary as per UGC/State Govt. Clerk- (Outsourcing) ----- Salary as per DC rates Peon- (Outsourcing) ----- Salary as per DC rates
(ix)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Main Head of the University

(x)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	-----
(xi)	Particulars of recipients of concessions, permits or authorizations granted by it	-----
(xii)	Details in respect of the information, available to or held by it, reduced in an electronic form	As per University Calendar, Chaudhary Devi Lal University, Sirsa
(xiii)	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained or public use	-----
(xiv)	Such other information as may be prescribed and thereafter update these publications every year	-----
4.1.c.	Public all relevant facts while formulating important policies or announcing the decisions which affect public	As per University Calendar, Chaudhary Devi Lal University, Sirsa
4.1.d.	Provide reasons for its administrative or quasi-judicial decisions to affected	-----

List of Regular Staff working in the Colleges Branch

Sr. No.	Name of Employee	Designation	Telephone No. of the Office	Mobile No. of the Employee	Email
1	Sh. Ramesh Chander Hans	Transport Officer	01666-247153	94163-10001	transport@cdu.ac.in
2	Sh. Ashok Saini	Personal Assistant	01666-247153	99911-91112	

List of Outsourcing Staff working in the Transport Office

1	Ms. Suman	Clerk/ Office Associate	Transport@cdu.ac.in	98772-16112
2	Sh. Sohan Lal	Peon/Messenger		94673-02697