



चौधरी देवी लाल विश्वविद्यालय, सिरसा

CHAUDHARY DEVI LAL UNIVERSITY SIRSA

(Established by the State Legislature Act 9 of 2003)

Approved under Section 2(f) & 12(B) of U.G.C. Act, 1956

(Office of Controller of Examinations)

No./COE/2022/3268

Dated:17.06.2022

To

The Director (UITDC),
Chaudhary Devi Lal University,
Sirsa.

Sub: Regarding Suo-moto/Pro-active Disclosure for RTI.

This is with reference to your office email dated 20.05.2022 on the subject cited above, the information is as under:

- The COE office is situated at Lal Bahadur Shastri, Administrative Block, Ground Floor, Chaudhary Devi Lal University, Sirsa.
- The following officials are working in the COE Office on regular basis:

S.No	Name	Designation	Email & Contact Number
1	Prof. Raj Kumar Salar	Controller of Examinations	coe@cdu.ac.in
2	Sh. Satish Kumar	Superintendent	01666-239808
3	Sh. Rakesh Kumar	Steno-typist	
4.	Sh. Balwinder Singh	Driver	

- Dealing work: The office is deal with Examinations supervisory work of the University as well as affiliated colleges.
- Discharge of duties and norms: The office act as per guidelines of the University Act, Calendar, Executive Council, Academic Council and Rule regulations/Directions of the Government and UGC received from time to time.
- Record of the office: Stock Register, Files, Dak receipt register and Dispatch register.
- Facility for information seekers: The office provides information regarding office record to the seeker as and when needed with the approval of the competent authority.
- Channel for Supervision:

Upward	Clerk → Steno-Typist → Superintendent → Controller of Examinations → Registrar → Vice-Chancellor
Downward	Vice-Chancellor → Registrar → Controller of Examinations → Concerned Branch

The Controller of Examinations is an Administrative Head of the Examination Wing and discharge his duties under the kind directions of the University Authorities.

In addition to above, in case, any person wishes to obtain any further information through R.T.I. Act 2005, the same is supplied through S.P.I.O., CDLU, Sirsa or he/she may contact directly to the University Officers.

Sd/-

Controller of Examinations