



MAHARSHI DAYANAND UNIVERSITY

ROHTAK -124001, Haryana (INDIA)

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. EE/2020/ 1481

Dated 9-6-2020

Dy CIII/PIO/53
9/6/2020

To

The SDE(C-III)-cum-PIO
M.D. University, Rohtak

Sub: Uploading of information on University Website.

Ref:- Your office letter Dy. C-III/PIO/22 dated 19-02-2020 and subsequent reminder letter no. Des. C-III/PIO/26-27 dated 02-03-2020.

The requisite updated information that is required for uploading on the University Website is as follows:-

Sr. No.	Particulars	Reply
i)	The particulars of its organization, functions and duties	The Engineering Cell is looking after all construction and maintenance works of civil, electrical, public health, horticulture, etc. being carried out in the MDU Campus, Rohtak. The staff of the Engineering Cell is capable to perform their duties with dedication and pleasure. Prompt actions are taken up by the staff members of the office during any breakdowns, emergencies, urgencies, etc. Latest technologies are adopted in the construction/maintenance works.
ii)	The powers and duties of its officers and employees;	List of employees of Engineering Cell mentioning the designation and works assigned are enclosed at page nos. 1 to 14.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	The functioning of the Engineering Cell in the University is at par with the norms of PWD B&R. All the decisions for execution of works are taken through convening the Meetings of various Committee like Building Committee, Executive Council, Tender/Purchase Committee, etc. and after according proper approvals i.e. Principle approval administrative approval and financial approvals from the competent authority. All the relevant documents are vetted from the Audit Branch before execution of work. The works are executed under the Supervision of concerned Sub-Divisional Engineers and Junior Engineers.

iv)	The norms set by it for the discharge of its functions	The functioning of the Engineering Cell in the University is based on the norms of PWD B&R and University Acts, Statues, Ordinances, Calendar Volumes.
v)	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions	University Acts, Statues, Ordinances, Calendar Volumes and record of PWD B&R are followed for discharging of various functions.
vi)	A statement of the categories of documents that are held by it or under its control;	Categories of documents contains various rough cost estimates, detailed estimates, design and drawings of works, record files, tender agreements, quotation cases, allotment letters, work registers, Measurement Books, Indent Books, Cash books, security registers, etc.
vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
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	Various Committees or Councils like Building Committee, Tender/Purchase Committee, Executive Council, or the Committee constituted by the competent authority exists for execution of various works in the University Campus. However there is no concern of the Public with Meetings of such Committees or Councils.
ix)	A directory of its officers and employees	The directory of all the employees of the University is already available on the University Website.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The information regarding remuneration is available with the Accounts Branch of the University.
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget estimate of the University includes details of all plans, proposed expenditures, etc. which is prepared by the Accounts Branch of the University. However the budget estimate is available on University Website.
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	No subsidiary programme are prevailing in functioning of the Engineering Cell.

xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not in provision of functioning of the Engineering Cell
xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Not in provision of functioning of the Engineering Cell.
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	Not applicable
xvi)	The names, designations and other particulars of the Public Information Officers	Sh. Satish Mittal, SDE(C-III)-cum-PIO, Engineering Cell and Sh. Niranjana Kumar, SDE(Hort.-I) for Horticulture Works.
xvii)	Such other information as may be prescribed; and thereafter update these publications every year	Not applicable

This is for your information and further necessary action.

Encl. As above


9/6/2020
Executive Engineer

12/6/2020

ab. uploading of information on univ. website ①
 with reference to letter No. 998-1005 dt 2.3.2020
 and 1020-1025 dated 3.3.2020, the information for
 uploading on university website are as under:

S.No.	Name of officer/official	Designation	Work assigned
1.	Jai Kishan SDE(C-E) (Regular)	SDE (Civil)	To control the s/division works original mtc of houses except 9-J & Type-IV i/c Teacher clubs & Faculty Home
2.	Pawan Singla (Regular)	JE (Civil)	
3.	Shri Kuldip Godara contract basis Part-II Policy	Supervisor	To supervise the mtc. work of houses i/c Teacher clubs & Faculty Home except 9-J & Type-IV houses and Footpath in campus school, Apex on Boundary wall of campus school, mtc of Park near Type-IX Houses
4.	Ram Nath Plumber	Plumber	
5.	Ram Phal	Mason	
6.	Balbir	Beldar	
7.	Sikka Ram	Beldar	- do -
8.	Krishan	White washer	mtc. of Houses i/c Teacher clubs & Faculty Houses except 9-J & Type-IV houses
9.	Joginder & <u>Note: (4 to 8 Regular)</u>	Sewer man	
10.	Sunil	Sewer man	- do -
11.	Mukesh	Sewer man	
12.	Navreen	Plumber	
13.	Vinod	Beldar	
14.	Narender	Beldar	
15.	Phool Kumar	Beldar	
16.	Gulab	Beldar	

Note: (9 to 16 contract basis Part-I Policy)

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12/3/2020
12/3/2020

Sr. No.	Name of Officer/Official S/Shri	Designation	Employee No.	Phone No.	Remarks
1.	Satyanarian Redhu	Sub-Divisional Engineer (C-II)	1421	931538592	In charge of Sub-Division (C-II)
2.	Devender Singh	Junior Engineer (Civil)	1428	9416516587	To look after the Maintenance and allied works in the area: (i) Girls Hostel Complex, Yagshalla, Printing Press, Radha Krishnan Auditorium (ii) Construction of 30 nos. Type-1A houses
3.	Joginder Kumar	Junior Engineer (Civil)	2257	9253114940	To look after the maintenance work in Type-IV & 9J Houses, Faculty flats, Visual Arts Department and Engineering Cell & Store and construction works in the area.
4.	Mandeep Saini	Junior Engineer (Civil)	2603	9812225515	To look after the work of Construction & Extension of Vivekananda Library, Construction works in the Faculty area, and maintenance of all Faculty Buildings
5.	Raj Kumar	Work Supervisor	5125	7011860376	To assist the Sh. Mandeep Saini, JE(Civil) and Sh. Joginder Kumar, JE(Civil)
6.	Suraj Bhan	Jr. Modeller-cum-Carpenter	116	9896199253	Working as Sub-Divisional Clerk in the Sub-Division (C-II)

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27/5/2020



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC accredited 'A' Grade

1385
27-5-2020

To
The Executive Engineer,
MDU, Rohtak.

9
27/5/2020

Sub:- Uploading of information on the University Website.

HL

Ref:- Your office endst no. 848-855 dt 19-02-2020.

The point wise information relating to Sub Division C-III is as follows

1. The function and duties of Sub Division is to get executed the various works
(original or maintenance type) or any other work as assigned by the Division office
2. The duties of various employees of Sub Division are as follows:

A. Satish Mittal (SDE)

- a. Supervision of various construction works like construction of FDC, construction of 36 no. flats, construction of Cricket Pavilion, construction of Health Track in Sports Complex, renovation of existing wooden flooring in Gymnasium hall and Construction of 10 no. flats at UILMS, Gurugram
- b. Maintenance of Boys Hostel Complex and Sports Complex
- c. Acting as PIO of Engineering Cell (Construction and Maintenance works)

B. JE's

a. Sh. Prem Chand:

- i. Construction of Cricket Pavilion

- ii. *Construction of Health Track*
- iii. *Renovation of existing wooden flooring in Gymnasium hall*
- iv. *Maintenance of Boys Hostel Complex*
- v. *Maintenance Sports Complex*

b. Sh. Vipin Singhal

Construction of 10 no. flats at UILMS, Gurugram

c. Sh. Suresh Dalal

Construction of FDC in MDU

d. Sh. Jitender Singh : To assist Sh. Prem Chand

For renovation of existing wooden flooring in Gymnasium hall and Maintenance of Boys Hostel Complex

e. Sh. Surender Phogat : To assist Sh. Prem Chand

*For construction of Cricket Pavilion and
Maintenance of Sports Complex*

f. Sh. Raj Pal (Officiating JE)

*Construction of 36 no. flats and
Construction of FDC*

C. a.) Jaideep: To Supervise all the works assigned to Sh. Prem Chand

b.) Pinki: To Supervise the work of FDC

D. SDC

- i. *To get the various daks diarized and dispatched*
- ii. *To check the bills of contractors prepared by JE's and get the same audited as per procedure.*

vi.) Documents under the control of Sub Division are MB'S, Documents relating to various construction sites

ix.) Directory

Sr. No.	Name and Designation	Contact no.
1	Satish Mittal, SDE(C-III)	9416557771
2	Suresh Dalal, J.E (Civil)	9996626226
3	Prem Chand, J.E (Civil)	9255112255
4	Jitender Singh, J.E (Civil)	9466677445
5	Surender Phogat, J.E (Civil)	9416391284
6	Vipin Singhal, J.E (Civil)	9899090819
7	Raj Pal, Officiating J.E (Civil)	9812238705
8	Pinki, Work- Supervisor	8569848472
9	Jaideep Balhara, Work- Supervisor	8588004504
10	Krishan Kumar, Clerk	9728131354
11	Raj Pal, Whitewasher	9991517072
12	Dharamvir, Whitewasher	8950349424
13	Gyan Parkash, Securityman	9991489592

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xv.) Whenever any RTI application is received from any office, the efforts are made to supply the same at the earliest possible.

xvi.)


a.)

FAA	Prof. A.S.Maan Deptt. of Physics	9466312332
PIO(const.&mtc)	Satish Mittal, SDE C-III	9416557771
Receipt Officer	Krishan kumar, Clerk	9728131354

b.)

FAA	Prof. A.S.Maan Deptt. of Physics	9466312332
PIO (Hort.)	Niranjan Kumar SDE,(Hort.)	-----
Receipt Officer	Ram Niwas, Clerk	9416521459

Submitted for kind information and further necessary action please.


SDE (Hort.)
Engg Cell
11/8/24

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Detail / Information Staff working in PH Sub- Division at MDU Rohtak.

Name S/Sh.	Aadhaar No.	Designation.	Emp. No.	Department.	Total /Salary	Power and Duties.	Ph. No.
Satya Pal Singh S/o Sh. Dharam Singh	554043904416	SDE(PH)	1420	Eng. Cell	105000/-	To supervise P.H.A mtc. worked MDU Rohtak	9215197340
Vijay Kumar S/o Azad Singh	683320855158	J.E (PH)	2339	-----do-----	82000/-	Responsible for Sewerage/Water supply System Main line in MDU Rohtak.	9467717280
Shankar Lal S/o Sattu Ram	401069379147	W.P.O	2507	-----do-----	36685/-	To operate pump set at Water/Works and sewerage	829522875
Krishan Lal Sobha Ram S/o	491633125725 907667661593	W.P.O Security Guard	1798 1792	-----do----- -----do-----	42731/- 44043/-	-----do----- Security Guard	9813180966 8221971715
Nand Ram Bhup Singh S/o	764054959505	Plumber	2504	-----do-----	39125 /-	To repair pipe line etc.	8397889750
Hawa Sing Rajender S/o	412846996690	W.P.O	2255	-----do-----	40897/-	To operate pump set at Water/Works and sewerage	9254252980 9812805020
Ashok Kumar S/o Sube Singh	564542879166	W.P.O	2260	-----do-----	43625/-	-----do-----	
Shri Niwas S/o Om Parkash	357150117249	Work Supervisor (Short Term Contractual Appointment)	5126	-----do-----	18000/-	To supervisor the related work of PH services in Campus	8950183258

SDE (PH)
6.3.2020

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Sr. no.	Name of Officer/Official S/Shri	Designation of the Officer/Official	Job assigned to the Officer/Official	Work done by the Officer/Official
1.	2.	3.	4.	5.
1.	Niranjan Kumar	Sub-Divisional Engineer (Horti.-I)	Sub Divisional Engineer Incharge of Horticulture Sub-Division no. 1 to look after the various Horticulture Works of Nursery, various horticulture development works, various horticulture maintenance jobs of all the residential areas, Faculty House, Rose Garden and various Parks in MDU Campus, Rohtak	Looked after the various Horticulture Works of Nursery, various horticulture development works, various horticulture maintenance jobs of all the residential areas, Faculty House, Rose Garden and various Parks in MDU Campus, Rohtak
2.	Ram Niwas	Clerk	To perform the duties of Clerk in Horticulture Sub-Division No.1	Performed the duties of Clerk in Horticulture Sub-Division No.1
3.	Rohash	Head Mali	To look after / supervise the Horticulture maintenance jobs in the Nursery and Rose Garden	looked after / supervised the Horticulture maintenance jobs in the Nursery and Rose Garden
4.	Om Parkash	Head Mali	To look after / supervise the Horticulture maintenance jobs in the Nursery, Administrative Block and residential areas	Looked after / supervised the Horticulture maintenance jobs in the Nursery, Administrative Block and residential areas
5.	Subhash	Mali	To look after the horticulture maintenance jobs in the Nursery	Looked after the horticulture maintenance jobs in the Nursery
6.	Mukhtyar	Mali	To look after the horticulture maintenance jobs in the Nursery	Looked after the horticulture maintenance jobs in the Nursery
7.	Jagjit Singh	Mali	To look after the horticulture maintenance jobs in the Nursery	Looked after the horticulture maintenance jobs in the Nursery
8.	Krishan Kumar-II	Mali	To look after the horticulture maintenance jobs in the Nursery	Looked after the horticulture maintenance jobs in the Nursery
9.	Dharam Pal	Mason	Working as Tractor Driver related with various Horticulture jobs	Worked as Tractor Driver related with various Horticulture jobs

12-1-22

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Sr. no.	Name of Officer/Official S/Shri	Designation of the Officer/Official	Job assigned to the Officer/Official	Work done by the Officer/Official
1.	2.	3.	4.	5.
10.	Dhammender	Peon	To attend the office of Engineer Sub-Divisional (Horti.-I) regarding various jobs	attended the office of Sub-Divisional Engineer(Horti.-I) regarding various jobs

Sub Divisional Engineer
Horticulture Sub Division No. II
M.D. University, ROHTAK

Sr. no.	Name of Officer/Official S/Shri	Designation of the Officer/Official	Job assigned to the Officer/Official	Work done by the Officer/Official
1.	2.	3.	4.	5.
1.	Baljeet Singh	Sub-Divisional Engineer (Horti.-II)	(i) Sub Divisional Engineer Incharge of Horticulture Sub-Division no. II to look after the various horticulture development works and horticulture maintenance jobs of Vice-Chancellor's residence, Girls Hostels Complex, Boys Hostels Complex and other Departments/offices in the new Campus (ii) Incharge of Vice-Chancellor Camp Office. (iii) Incharge of Faculty House	(i) Looked after the various horticulture development works and horticulture maintenance jobs of Vice-Chancellor's residence, Girls Hostels Complex, Boys Hostels Complex an other Departments/offices in the new Campus (ii) Incharge of Vice-Chancellor Camp Office. (iii) Incharge of Faculty House
2.	Ajmer Singh	Clerk	(i) To perform the duties of Clerk in Horticulture Sub-Division No. II (ii) To supervise the various horticulture development and maintenance jobs under Horticulture Sub-Division No. II	(i) Performed the duties of Clerk in Horticulture Sub-Division No. II (ii) Supervised the various horticulture development and maintenance jobs under Horticulture Sub-Division No. II
3.	Inder Bahadur	Head Mali	To look after / supervise the various horticulture maintenance jobs at Vice-Chancellor's residence	looked after / supervised the various horticulture maintenance jobs at Vice-Chancellor's residence
4.	Ramesh Kumar	Mali	To look after the various horticulture maintenance jobs at various sites	Looked after the various horticulture maintenance jobs at various sites

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Sr. no.	Name of Officer/Official	Designation of the Officer/Official	Job assigned to the Officer/Official	Work done by the Officer/Official
1.	2. S/Shri	3.	4.	5.
5.	Ram Sanjeevan-II	Mali	To look after the various horticulture maintenance jobs at Vice-Chancellor's residence	Looked after the various horticulture maintenance jobs at Vice-Chancellor's residence
6.	Tara Chance	Mali	To look after the various horticulture maintenance jobs at Vice-Chancellor's residence	Looked after the various horticulture maintenance jobs at Vice-Chancellor's residence
7.	Surender-I	Security Guard	To perform the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees.	Performed the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees.
8.	Ashok-II	Security Guard	To perform the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees.	Performed the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees.
9.	Mahinder Singh-III	Security Guard	(i) To perform the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees. (ii) To supervise the various horticulture maintenance jobs under Horticulture Sub-Division No. II	(i) Performed the duty to get the stray animal out from the Campus to avoid damage / eating of the plants & trees. (ii) Supervised the various horticulture maintenance jobs under Horticulture Sub-Division No. II

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Sub Divisional Engineer
Horticulture Sub Division No. II
M.D. University, ROHTAK

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Drawing Branch of Engineering Cell:-

Sr. No.	Name of Officer/Official	Designation	Works Assigned
1.	Raj Kumar	Draftsman	Dealing with related work of Drawing Section
2.	Yag Dutt	Draftsman	Dealing with related work of Drawing Section
3.	Vikas	Clerk-cum-JDEO	Dealing with E-Tendering works online

Raj Kumar 17/3/2020
Draftsman
Engg. Cell

Staff of Division Office:-

Sr. No.	Name of Officer/Official	Designation	Works Assigned
1.	Jagdish Singh Dahiya	Executive Engineer	Overall In-charge of Division-I
2.	Sanjeev Kumar	Assistant	Performing the duties of P.A. to Executive Engineer and dealing with preparation of cases for approval after taking dictation from the Executive Engineer, dealing with other relevant works
3.	Sansar Singh	Sub-Divisional Clerk	Working as Head-Clerk of the Engineering Cell and dealing with all related works of tenders, allotments, agreements, quotations, RTIs, C.M. Grievances and other relevant official works of Engineering Cell
4.	Raj Kumar	Draftsman	Dealing with related work of Drawing Section
5.	Yag Dutt	Draftsman	Dealing with related work of Drawing Section
6.	Vivek Tyagi	Dy. Superintendent	Assisting the SDE-III for dealing with Audit Paras/ Audit Requisitions/Audit Objections, etc and dealing with income tax and GST related works of the Divisional Accountant.
7.	Vikas	Clerk-cum-JDEO	Dealing with online E-Tendering works
8.	Ravi Shanker Kataria	Clerk-cum-JDEO	Dealing with all typing jobs related to the Head-Clerk like typing of allotments, quotations, official letters, notings, RTIs, C.M. Grievances and other relevant works etc. Also dealing with typing job of the works related to the Divisional Accountant. Also dealing with other works like issuance of No Dues Certificates, keeping of leaves record of all officers/official, etc. w.e.f. 01-01-2018.
9.	Rakesh	Waiter	Working as Peon w.e.f. June, 2017

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Sr. No.	Name of Officer/Official	Designation	Works Assigned
10.	Jagbir	Pipe Fitter	Dealing with Record/Store related works of the Division-I w.e.f. 04-12-2017
11.	Narender Kumar	Assistant	Working as Divisional Accountant w.e.f. 25-11-2019.


Executive Engineer



MAHARSHI DAYANAND UNIVERSITY
ROHTAK -124001, Haryana (INDIA)

(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

No. EE/C-II/2020/ 380

Dated 12-6-2020

To

The SDE(C-III)-cum-PIO,
M.D. University, Rohtak

Sub: Uploading of information on University Website.

Ref:- Your office letter Dy. C-III/PIO/22 dated 19-02-2020 and subsequent reminder letter no. Des. C-III/PIO/26-27 dated 02-03-2020.

The requisite updated information in respect of Divisional office that is required for uploading on the University Website is as follows:-

Sr. No.	Particulars	Reply
i)	The particulars of its organization, functions and duties	The Engineering Cell is looking after all construction and maintenance works of civil, electrical, public health, horticulture, etc. being carried out in MDU Campus, Rohtak. The staff of the Engineering Cell is capable to perform their duties with dedication and pleasure. Prompt action is taken up by the staff members of the office during any breakdowns, emergencies, urgencies, etc. Latest technologies are adopted in the construction/maintenance works.
ii)	The powers and duties of its officers and employees;	List of employees of Engineering Cell (Division-II) mentioning the designation and works assigned are enclosed at Annexure-I
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	The functioning of the Engineering Cell in the University is at par with the norms of PWD B&R. All the decisions for execution of works are taken through convening the Meetings of various Committee like Building Committee, Executive Council, Tender/Purchase Committee, etc. and also after according proper approvals i.e. principle approval administrative approval and financial approval from the competent authority. All the relevant documents are got vetted from the Audit Branch before execution of works. The works are executed under the Supervision of concerned Sub-Divisional Engineers and Junior Engineers.

12/6/2020


Sr. No.	Particulars	Reply
iv)	The norms set by it for the discharge of its functions	The functioning of the Engineering Cell in the University is based on the norms of PWD B&R and University Acts, Statues, Ordinances, Calendar Volumes.
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	University Acts, Statues, Ordinances, Calendar Volumes and record of PWD B&R are followed for discharging of various functions.
vi)	A statement of the categories of documents that are held by it or under its control;	Categories of documents contain various rough cost estimates, detailed estimates, design and drawings of works, record files, tender agreements, quotation cases, allotment letters, work registers, Measurement Books, Indent Books, Cash books, security registers, etc.
vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable
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	Various Committees or Councils like Building Committee, Tender/Purchase Committee, Executive Council, or the Committee constituted by the competent authority exists for execution of various works in the University Campus. However, there is no concern of the Public with Meetings of such Committees or Councils.
ix)	A directory of its officers and employees	The directory of all the employees of the University is already available on the University Website.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The information regarding remuneration is available with the Accounts Branch of the University.
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	The budget estimate of the University includes the details of all plans, proposed expenditures, etc. which is prepared by the Accounts Branch of the University. However the budget estimate is available on the University Website.

Sr. No.	Particulars	Reply
xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	No subsidiary programme are prevailing in the functioning of the Engineering Cell.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not in provision of functioning of the Engineering Cell
xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	Not in provision of functioning of the Engineering Cell.
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	Not applicable
xvi)	The names, designations and other particulars of the Public Information Officers	Sh. Satish Mittal, SDE(C-III)-cum-PIO, Engineering Cell and Sh. Niranjana Kumar, SDE(Hort.-I) -cum-PIO for Horticulture Works.
xvii)	Such other information as may be prescribed; and thereafter update these publications every year	Not applicable

However, the requisite updated information received from the SDE(Elect.), MDU, Rohtak vide his office letter no. SDE(Elect.)/2020/121 dated ^{12.06.2020} 12/06/2020, that is required for uploading on the University Website is placed at **Annexure-II**

This is for your information and further necessary action.

Encl. As above i.e. **Annexure-I & II**


 Executive Engineer (C-II)
 12/6/2020

List of Divisional Staff of the Office of Executive Engineer (C-II) i.e. Division-II			
Sr. no.	Name of Officer / Official S/Shri	Designation of the Officer/Official	Job assigned to the Officer/Official
1.	2.	3.	4.
1.	J.S. Dahiya	Executive Engineer (C-II) (w. e. f. 08.08.2019) (additional charge)	Overall In-Charge of Division-II
2.	Madan Lal	Private Secretary to VC [posted in the office of XEN(C-II)]	To assist the XEN (C-II) for dealing with all official works like disposing off the dak, preparation of cases etc. and other relevant works
3.	Bimal Kumar	Draftsman	To work as Head-Clerk w.e.f. 31.10.2017 of Division-II and to deal with all related works of tenders, allotments, agreements, quotations, RTIs, CM Grievances, other relevant official works of Engineering Cell and to deal with typing jobs related to Division-II and other offices of the Engineering Cell
4.	Bikram Kumar	Clerk	To work as Record Keeper for keeping and maintaining the record of Division-II
5.	Jawahar Lal	Clerk	To do the work Diarist and Dispatcher of Division-II


 Executive Engineer (C-II)
 M.D.U., Rohtak
 12/6/2020

SDE (Electrical)/2020/ 221

Dated 12/6/2020

To

The Executive Engineer C-II

MDU Rohtak.

By/EE/UT/ 431
dated 12-6-2020

Sub- Uploading if information on the university Website.

Ref:- Your office letter No.EE 848-855 Dated 19-02-2020 and information's desired vide

SDE/C-III cum PIO /22 Dated 19-02-2020

It is informed point wise as below:-

1. The particulars of its organization, function and duties.

With reference to this point, the Electrical Sub-Division is required for construction / Maintenance of MDU campus Rohtak since the establishment of this University.

The duties /Functions are described in account Code /Statute /Act and PWD Code prevalent in Haryana state.

2. The power and duties of its officers and employees:-

With reference to this point, the same has been cited in MDU ACT / Statute/Account code available with or uploaded on MDU Website.

3. The procedure followed in the decision making process, inclining channels of supervision and accountability :-

With reference to this point, when a project is planned on the requirement of various Department of MDU University Rohtak. A rough cost estimate is prepared and submitted to Executive Engineer and the same is forwarded to higher office through various channels after proper scrutiny and after allotment the work to any agency the supervision is made by subordinate staff. The accountability is watched as per PWD Codes / Account Code / Statute MDU University Rohtak.

4. The Norms set by it for the discharge of its functions :-

With reference to this point, each engineering unit /Sub-Division /Division is regulated under norms prescribed under PWD specifications, Code /Account Code framed by MDU University Rohtak.

5. The rules regulation, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

With reference to this point, the same are defined in various Account Code /PWD Code available with concerned department in the MDU University Rohtak.

6. A statement of the categories of documents that are held by it or under its, its control :-

With reference to this point, only the documents related to Maintenance work in various buildings / Structures are kept for day to day reference in Sub- Division.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of :-

With reference to this point, this office has no concern or it does not relate to this Sub- Division.

8. 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 meeting are accessible for public:-

With reference to this point, it does not relate to this Sub-Division.

9. A directory of its and employees:-

With reference to this point, the printed book /directory is available at sale counter and duly uploaded on website of MDU Rohtak.

10. The monthly remuneration received by each of its officers and employees , including the system of compensation as provided in its regulations:-

With reference to this point, two copy of detail prepared by this Sub-Division regarding staff position is attached here for further use of concerned department .However, the establishment branch is controlling the monthly remuneration /compensation system along with accounts branch MDU Rohtak.

11. The budget allocated to each of its agency ,indicating the particulars of all plan ,proposed expenditures and reports on disbursements made:-

With reference to this point, the same is not related /dealt by this office however a budget book of concerned year is prepared by account branch /finance officer MDU Rohtak. Perhaps it may be uploaded/ Available on MDU Website.

12. The manner of execution of subsidy programs ,including the amounts allocated and the details of concessions ,permits or authorizations granted by it:-

With reference to this point, this office has no clue about subsidy programs etc.

13. Particulars of recipients of concessions ,permits or authorization granted by it:-

With reference to this point, it also does not relate to this Sub-Divisions

14. Detail in respect of the information, available to held by it ,reduced in an electronic form:-

With reference to this point, this office has to supply the required information only in writing form/Verbally to higher office, no such system is framed at Sub-Division level.

15. 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:-

With reference to this point, the same is not related to this office /Sub-Division

16. The names ,designations and other particulars of the public information officers:-

With reference to this point, the same is not related to this office.

17. Such other information as may be prescribed and there after update these publications every years:-

With reference to this point, the same is to be attended IT cell or university computer center subsequently.

Submitted Please

SDE (Electrical)

12/6/2020

List of Sub-Divisional Staff of the office of SDE(Elect.) under Division-II

Sr.no	Name of the Officer/Official	Designation	Job assigned to the Officer/Official
1	2	3	4
1	Sh. Rajesh Gulia	Sub-Divisional Engineer (Elect.)	Sub Divisional Incharge of all types of electrical ongoing/Original and maintenance works of the University
2	Sh. Rajiv Mittal	Junior Engineer (Elect.)	To Supervise the electrical ongoing/original & maintenance works of the University
3	Sh. Radhey Shyam	Junior Engineer (Elect.)	To Superviseof Electrical ongoing/Original & maintenance works assigned to him in MDU, Campus, Rohtak
4	Sh. Suresh Kumar	Assitant	To look after the work in the office of SDE (Electrical) for dealing with the preparation of bills of the works, passing from Audit and other relevent works in the office of SDE (Electrical)
5	Sh. Ashwani Kumar	AC Supervisor	To look after the maintenance of Air - Conditioners/ AC Plants of the University
6	Sh. Rishi Pal	Lineman	To look after the maintenance of HT/LT lines & Street Lights in MDU Campus, Rohtak
7	Sh. Ramesh	Lineman	To look after the maintenance of HT/LT lines & Street Lights in MDU Campus, Rohtak
8	Sh. Rajkumar	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
9	Sh. Rajkumar	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
10	Sh. Rajesh Kumar	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
11	Sh Bhim Singh	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
12	Sh. Suresh Kumar	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
13	Sh. Satnarayan	Electrician	To look after the maintenance of Residential areas in MDU Campus, Rohtak
14	Sh. Pawan Kumar	T Mate	To help the Electrician to look after the maintenance of Residence areas in MDU Campus, Rohtak
15	Sh. Ramesh Kumar	T Mate	To help the Electrician to look after the maintenance of Residence areas in MDU Campus, Rohtak
16	Sh. Bishember	T Mate	To help the Electrician to look after the maintenance of Residence areas in MDU Campus, Rohtak
17	Sh. Pyare Lal	T Mate	To help the Electrician to look after the maintenance of Residence areas in MDU Campus, Rohtak