



**SCHOOL OF OPEN LEARNING
[CAMPUS OF OPEN LEARNING]
UNIVERSITY OF DELHI
DELHI - 110007**

**INFORMATION PUBLISHED
IN
PURSUANCE OF SECTION 4(1) (b)
OF
THE RIGHT TO INFORMATION ACT, 2005**

INFORMATION PUBLISHED IN PURSUANCE OF SECTION 4(1) (b) OF RIGHT TO INFORMATION**ACT, 2005****TABLE OF CONTENTS**

S.N.	SUB-CLAUSE OF SECTION 4(1) (b), of THE RTI ACT	DESCRIPTION
1.	(i)	Particulars of the Organization, its Functions and Duties
2.	(ii)	Powers and Duties of its officers and employees
3.	(iii)	Procedure followed in the decision-making process, including channels of supervision and accountability.
4.	(iv)	Norms set by it for the discharge of its functions
5.	(v)	The Rules, Regulations, Instructions, Manuals and Records held by the it or under its control or used by its employees for discharging its functions
6.	(vi)	Statement of the categories of documents that are held by it or under its control
7.	(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
8.	(viii)	Statement of Boards, Councils, Committees or 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
9.	(ix)	Directory of officers and employees
10.	(x)	Monthly Remuneration received by each of each of its officers and employees including the system of compensation as provided in its regulations.
11.	(xi)	Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made
12.	(xii)	Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes.
13.	(xiii)	Particulars of recipients of concessions, permits or authorizations granted by the it
14.	(xiv)	Details in respect of the information available to or held by it reduced in form
15.	(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
16.	(xvi)	Names, designations and other particulars of the Public Information Officers
17.	(xvii)	Such other information as may be prescribed; and thereafter update these publication every year

CHAPTER-II SECTION 4(1) OF RTIACT, 2005

i) Particulars of the Organization, its Functions and Duties

The School of Open Learning [a part of the Campus of Open Learning, University of Delhi], formerly known as the School of Correspondence Courses and Continuing Education, established under University of Delhi in 1962 as a Pilot Project as per the A.C. Resolution No. 105 dated 09-08-1961, is a pioneer Institution in the field of Distance Education in India. It functions in close cooperation with the Department of Distance Education in academic matters, and under the over all administrative and financial supervision of the Campus of Open Learning, subject to the general control of the Executive Council which is the highest executive body of the university of Delhi.

The main objectives of the School of Open Learning are as follows:

1. To serve as an Institution of Distance Education and Open Learning for promoting teaching in different disciplines leading to the award of Undergraduate and Post-graduate degrees of the University
2. To develop a variety of materials, print and non-print, that are required for distance education programmes
3. To provide student support services including personal contact between teachers and students as well as through the use of appropriate technology.
4. To undertake research as well as programme evaluation for student progress, achievement rates and analysis of trends
5. To initiate and offer new courses through the Department of Distance and Continuing Education as per University Statutes and Ordinances.
6. To engage in such other activities as are considered necessary for the promotion of distance education and open learning.

ii) Powers and Duties of its officers

Principal

The Principal shall be in the pay scale of a Professor. He is the Member Secretary (ex-officio) of Governing Body, School of Open Learning.

Deputy Directors

The School of Open Learning has been decentralised by setting up Regional Centers. Each Regional Centre headed by a Deputy Director who will have academic and administrative responsibilities and would be reporting to the Principal, School of Open Learning. He/she shall normally be appointed from amongst the teachers of the School of Open Learning. His/her term shall not exceed five years. Presently there is only one Regional Centre functional i.e. South Regional Centre, Old Motilal Nehru College Building, Moti Bagh, New Delhi. Two more Regional Centres – East Regional Centre and West Regional Centre are under establishment at Tahirpur and Keshavpuram in Delhi soon.

Status of the Teachers and Non-academic staff

All existing Teachers of the erstwhile School of Correspondence Courses and Continuing Education are teachers of the School of Open Learning and retaining their seniority. They are also members of the Department of Distance Education in their capacity as recognized teachers. The Non-teaching staff of the School of Correspondence Courses and Continuing Education stands transferred to the School of Open Learning and retain their seniority. The non-teaching staff may be deployed in any of the constituent units of the Campus of Open Learning.

iii) Procedure followed in the decision-making process, including channels of supervision and accountability

There is a Governing Body for the management of the School of Open Learning. The Governing Body is constituted as follows:

- (i) Director, Campus of Open Learning (ex-officio) – Chairperson
- (ii) Dean, Faculty of Open Learning (ex-officio)
- (iii) Head, Department of Distance and Continuing Education (ex-officio)
- (iv) Treasurer of the university (ex-officio)
- (v) Principal, School of Open Learning – Member Secretary (ex-officio)
- (vi) Not less than 5 and not more than 8 members appointed by the Executive Council of the University, who may not necessarily be from among its members, and
- (vii) Two members of the teaching faculty of School of Open Learning by rotation according to seniority. One of the teacher representatives shall be from among those with more than ten years service and the other from among those with less than ten years service. If however, no eligible candidate is available from either of these categories, both representatives shall be from the other category; provided further that a teacher who has become a member of the Governing Body of the School under the category of teachers with less than ten years service and completes ten years service during the term of membership will nevertheless continue to be a member of the Governing Body for a full term of one year. Members of the Governing Body under item (vi), shall hold office for a term of two years and members under item (vii) of the said clause for a term of one year.

The Governing Body manages the affairs of the School and exercises the following powers and functions, subject to the general control and supervision of the Executive Council, in accordance with the Statutes and Ordinances of the University:

- (i) To organize teaching through the distance mode in the courses offered from time to time in the School
- (ii) To make proposals regarding the creation of posts required for the School
- (iii) To appoint teachers and professional/technical staff that may be required from time to time
- (iv) To suspend or terminate the services of the academic staff of the School
- (v) To define the duties of the academic staff of the School
- (vi) To regulate the admission of students and determine the fees to be paid by them subject to the Ordinances and Regulations of the University
- (vii) To prepare an annual statement of financial requirement of the School of Open Learning and the progress made by the School as a whole and submit the same to the Executive Council through the Director, Campus of Open Learning
- (viii) To consider the Annual Accounts along with the Audit Report and after approval, to submit the same to the Executive Council through the Director, Campus of Open Learning
- (ix) To approve expenditure within the limits of the budget and to have maintained proper accounts thereof and submit the annual accounts for purposes of audit
- (x) To appoint and terminate the services of the administrative and other non-academic staff of the School and to determine the emoluments and conditions of service; provided, however, that the qualification for appointments, emoluments and conditions of service of such persons shall be in accordance with those laid down by the Executive Council for similar posts in the University.
- (xi) To define the duties of the administrative and other non-academic staff of the School.
- (xii) To provide for the filling up of temporary vacancies in the administrative and non-academic staff, and if need be, to fill up such vacancies in the School
- (xiii) To make rules and/or bye-laws from time to time and to alter, amend or repeal the same as may be necessary or desirable for regulation of the business and work of the School and of the Governing Body.
- (xiv) To receive money due to the School of Open Learning by way of fees and other changes from students through such officers or personnel as it may specify on its behalf and to authorize such officers or personnel to issue receipts
- (xv) To hold, subject to the approval of the Executive Council, the funds of the School in such bank/banks as the Executive Council may specify, and to authorize the Principal, SOL or such other officer as it may specify to operate the bank account.
- (xvi) To exercise such other powers and functions as may be assigned to the Governing Body by the Executive Council from time to time.

SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI, DELHI-110007**LIST OF GOVERNING BODY MEMBERS**

NAME	ADDRESS
DR. BALARAM PANI DIRECTOR-COL, DU CHAIRMAN GOVERNING BODY/ DEAN (COLLEGES), DU	PRINCIPAL, BHASKARACHARYA COLLEGE OF APPLIED SCIENCES, SECTOR-2, PHASE-1, DWARKA NEW DELHI-110075
PROF. KAVITA SHARMA TREASURER UNIVERSITY OF DELHI DELHI-110007	DEPT. OF COMMERCE UNIVERSITY OF DELHI DELHI-110007
PROF. P.R. MONDAL DEPT. OF ANTHROPOLOGY UNIVERSITY OF DELHI	DEPARTMENT OF ANTHROPOLOGY UNIVERSITY OF DLEHI, DELHI-110007
PROF. SUNIL CHAUDHARY DEPT. OF POLITICAL SCIENCE UNIVERSITY OF DELHI (TREASURER-GB-SOL)	DEPT. OF POLITICAL SCIENCE UNIVERSITY OF DELHI, DELHI-110007
PROF. IRA RAJA DEPARTMENT OF ENGLISH UNIVERSITY OF DELHI	DEPARTMENT OF ENGLISH UNIVERSITY OF DELHI, DELHI-110007
PROF. M.K. SINGH DEPT. OF ANTHROPOLOGY UNIVERSITY OF DELHI	DEPARTMENT OF ANTHROPOLOGY UNIVERSITY OF DELHI, DELHI-110007
PROF. K.N. SARASWATHY DEPT. OF ANTHROPOLOGY UNIVERSITY OF DELHI	DEPARTMENT OF ANTHROPOLOGY UNIVERSITY OF DELHI, DELHI-110007
PROF. BRAJESH PANDEY SCHOOL OF SANSKRIT AND INDIC STUDIES, JAWAHAR LAL NEHRU UNIVERSITY NEW DELHI-110067	ROOM NO.10 SCHOOL OF SANSKRIT AND INDIC STUDIES JNU, NEW DELHI-110067
PROF. KAUSHAL SHARMA School of Social Sciences-III CSR, JNU NEW DELHI-110067	SCHOOL OF SOCIAL SCIENCES-III J.N.U, NEW DELHI-110067
PROF. JAYANT TRIPATHY SCHOOL OF ENVIRONMENTAL SCIENCES, JNU NEW DELHI-110067	SCHOOL OF ENVIRONMENTAL SCIENCES, JNU NEW DELHI-110067
DR. MD. ASGHAR ALI ASSISTANT ROFESSOR DEPT. OF URDU, SOL (More than 10 years service category)	SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI, DELHI-11000
DR (MS.) SNEH CHAWLA ASSOCIATE PROFESSOR DEPT. OF COMMERCE, SOL (Less than 10 years service)	SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI, DELHI-110007
DR. U.S. PANDEY OFFICIATING PRINCIPAL SOL,	DEPT. OF COMMERCE, SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI, DELHI-110007
MR. ASHWANI KUMAR, S.O.	ACCOUNTS SECTION, SCHOOL OF OPEN LEARNING, UNIVERSITY OF DELHI, DELHI-110007

Norms set by it for the discharge of its functions

The functions are regulated by the DU Act, Statutes, Ordinances, the Financial Code, Administrative and Personnel Management Manual and the Rules framed by the Executive Council. The Rules, Regulations and by laws framed by the Executive Council, Academic Council, Finance Committee, and Research Council are also significant policy framework for the discharge of its functions. There are available on the University of Delhi website www.du.ac.in

iv) The Rules, Regulations, Instructions, Manuals and Records held by the it or under its control or used by its employees for discharging its functions

- a) Statutes of the University of Delhi as contemplated in section 29(1) of the Delhi University Act, 1922
- b) Ordinance of the University as contemplated under Section 30 of the Delhi University Act, 1922
- c) Regulations/Instructions for admission regarding all courses (Under-graduate/Post-graduate)
- d) University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971
- e) Various rules/instructions concerning Personnel Management for the teaching and non-teaching staff working in the University
- f) Fundamental Rules and Supplementary Rules of Government of India except where the University has its own provisions with regard to Teaching and Non-teaching staff.

v) Statement of the categories of documents that are held by it or under its control

- a) Act, Statutes, Rules and Regulation
- b) Annual Accounts Reports
- c) All records relating to the operations of this Institution reg. Admission, Enrolment, Examination, Degree, PCP etc.
- d) Personal File/Service Books of all employees of SOL

vi) 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.

This Institution is a constituent part of University of Delhi. All Rules, Regulations and Instructions are determined through various statutory bodies of the University, namely the University Court, Executive Council and Academic Council comprises of eminent people from society and representatives of public who directly participate in the affairs of the University.

vii) Statement of Boards, Councils, Committees or 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

Staff Council

1. There is a Staff Council in the School of Open Learning.
2. All members of the teaching staff and the Librarian constitute the Staff Council.
3. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Principal, SOL acts as the ex-officio Chairperson of the Staff Council.
4. The Staff Council elects its Secretary, who holds office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.
5. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council can take decisions in respect of the following matters :

Preparation of the School time-table.

Allocation of extra-curricular work of teachers not involving payment of remuneration. Organising extra-curricular activities, including cultural activities of students, sports games, National Service Scheme and other social services schemes and academic societies. Laying down guidelines for purchase of library books

and laboratory equipment in consultation with the appropriate departments. Organising admission of students.

6. Subject to the provisions of the Act, the Statutes and the Ordinances of the University, the Staff Council makes recommendations in respect of the following matters:
 - (i) Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing departments.
 - (ii) Formulation of admission policy within the framework of the policy laid down by the University.
 - (iii) Formulation of guidelines regarding welfare of students in consultation with appropriate students organizations, if in existence.
 - (iv) Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

Note: The functioning of the Administrative Staff of the School of Open Learning is not within the purview of the Staff Council. The Staff Council functions through Committees, appointed by the Council. Ordinarily, (i) no person shall be member of more than two Committees at a time and (ii) no person shall hold office as member of a Committee for more than two consecutive terms. The Principal, SOL have the right to be present and to speak at any meeting of any Committee. Each Committee have a Convener appointed by the Staff Council, who convenes the meetings of the Committee, and prepares and maintains the minutes of these meetings. The decisions of the Committees are reported to the subsequent meetings of the Staff Council for ratification, wherever necessary. The Principal, SOL implements the decisions of the Staff Council. If, in the opinion of the Principal, however, any emergency has arisen which requires that immediate action should be taken, the Principal takes such action as he/she deems necessary and reports the same at the next meeting of the Staff Council for confirmation. The rules relating to the conduct of meetings of the Staff Council are in accordance with the Regulations laid down in the behalf.

MEMBERS AND CONVENERS OF STAFF COUNCIL COMMITTEE 2020-2021

P.C.P Committee	Radio Talks And SRS Committee / Audio-Visual Committee	Admission And Students Welfare Committee
Sh. P.K. Satapathy - Convener	Dr. Md. Asghar Ali - Convener	Dr. J. Khuntia - Convener
Dr. Sudhir Kumar Sharma	English -	Dr. Neeta Gupta
Dr. Janmejy Khuntia	Sh. K. G. Gupta	Dr. Meenakshi Vyas
Ms. Viola Bhasin	Dr. Bhawani Rani Das	Dr. Sneh Chawla
Sh. K.B. Gupta	Dr. Janmejy Khuntia	Sh. Prabhat Kumar
Dr. (Ms.) Rama Jain	Dr. Rajni Nanda Mathew	Dr. Rama Jain
Dr. Suman Kumar Verma	Dr. Rama Jain	Dr. Suman Kumar Verma
Dr. Md. Asghar Ali	Dr. Suman Kumar Verma	Dr. Md. Asghar Ali
Pol. Science – Retired	Punjabi – Retired	Political Science - Retired
Dr. S. Manickavasagam	Dr. S. Manickavasagam	Punjabi
Punjabi -	NHE-	Dr. S. Manickavasagam
Education -	Education-	NHE
NHE -	Pol. Science -Retired	Education

Library Committee	Printing Committee	Development And Planning Committee
Dr. Suman Kumar Verma – Convener	Dr. Sneh Chawla – Convener	Sh. K.B. Gupta – Convener
English -	English -	English -
Dr. Sudhir Kr. Sharma	Dr. Seema Jain	Dr. Seema Jain
Dr. Janmejy Khuntia	Dr. Janmejy Khuntia	Dr. Janmejy Khuntia
Dr. Sneh Chawla	Sh. Prabhat Kumar	Dr. Rajni Nanda Mathew
Ms. Viola Bhasin	Dr. Rama Jain	Dr. Rama Jain
Dr. Rama Jain	Dr. Suman Kumar Verma	Dr. Suman Kr. Verma
Political Science – Retired	Dr. Md. Asghar ali	Dr. Md. Asghar Ali
Dr. Md. Asghar Ali	Political Science - Retired	Punjabi – Retired
Punjabi – Retired	Punjabi – Retired	Dr. S. Manickavasagam
Dr. S. Manickavasagam	Dr. S. Manickavasagam	NHE -
NHE -	NHE -	Education -
Education -	Educationm-	Political Science - Retired

Purchase Committee
Sh. P.K. Satapathy - Convener
Sh. K.B. Gupta
Dr. Md. Asghar Ali
Dr. S. Manickavasagam

Teacher-Incharges for the Academic Session 2021-2022	
Dr. Neeta Gupta – English	Dr. (Ms.) Kanta – Sanskrit
Dr. Minakshi Vyas – Hindi	Prof. Suman K. Verma – Mathematics
Prof. Janmejy Khuntia – Economics	Dr. S. Manickavasagam – Tamil
Sh. K.B. Gupta – Commerce	Dr. Md. Asghar Ali – Urdu
Ms. Viola Bhasin – History	Dr. Mangal Deo - Political Science
Sh. Shwetank S. Pandey - EVS	Sh. Ranjan Kr. Sahoo - Education

ix) **Directory of Officers and Employees of SOL**

Prof. Balaram Pani	-	Director, Campus of Open Learning/ Chairman, Governing Body, School of Open Learning
Prof. U.S. Pandey	-	Principal (Officiating), School of Open Learning
Prof. J. Khuntia	-	Deputy Director, South Regional Centre, SOL
Sh. K.B. Gupta	-	Deputy Director, Tahirpur Regional Centre, SOL.
Prof. Sudir K. Sharma	-	Deputy Director, West Regional Centre, SOL

Faculty Members of different Departments of School of Open Learning

Department of English

1.	Dr. (Ms.) Neeta Gupta	Associate Professor
2.	Dr. (Ms.) Seema Suri	Associate Professor
3.	Sh. Prasanna Kumar Satapathy	Assistant Professor
4.	Ms. Nalini Prabhakar (Temp.)	Assistant Professor

Department of Hindi

1.	Dr. (Ms.) Minakshi Vyas	Associate Professor
2.	Dr. Sudhir Kr. Sharma	Associate Professor
3.	Dr. (Ms.) Bhawani Rani Das	Associate Professor
4.	Dr. (Ms.) Seema Jain	Associate Professor

Department of Political Science

1.	Dr. Tapan Prasad Biswal	Associate Professor (Retd.) (Honorary Coordinator)
2.	Dr. Mangal Deo	Assistant Professor (Ad-hoc)
3.	Dr. Shakti Pradayani Rout	Assistant Professor (Ad-hoc)
4.	Dr. Sudhir Kumar Parida	Assistant Professor (Ad-hoc)

Department of Environmental Studies

1.	Sh. Shwetak Shashi Pandey	Assistant Professor ((Ad-hoc)
----	---------------------------	-------------------------------

Department of Economics

1.	Prof.. Janmejoy Khuntia	Professor
----	-------------------------	-----------

Department of Education

1.	Sh. Ranjan Kumar Sahoo	Assistant Professor (Ad-hoc)
----	------------------------	------------------------------

Department of History

1.	Ms. Viola Bhasin	Associate Professor
2.	Dr. (Ms.) Rajni Nanda Mathew	Associate Professor
3.	Sh. Prabhat Kumar	Assistant Professor

Department of Commerce

1.	Sh. Kunj Behari Gupta	Associate Professor
2.	Dr. (Ms.) Sneha Chawla	Associate Professor
3.	Prof. Uma Shankar Pandey	Professor
4.	Ms. Rutika Saini	Assistant Professor (Ad-hoc)
5.	Ms. Ritika Sharma	Assistant Professor (Ad-hoc)

Department of Sanskrit

1.	Dr. (Ms.) Rama Jain	Associate Professor (Retd.) (Honorary Coordinator)
2.	Dr. Kanta	Assistant Professor (Ad-hoc)
3.	Dr. Suchita Yadav	Assistant Professor (Ad-hoc)

Department of Mathematics

1.	Prof. Suman Kumar Verma	Professor
----	-------------------------	-----------

Tamil

1.	Dr. S. Manickavasagam	Associate Professor
----	-----------------------	---------------------

Department of Urdu

1.	Dr. Md. Asghar Ali	Assistant Professor
----	--------------------	---------------------

Non-Teaching Officers of School of Open Learning

Assistant Registrars (Senior Scale)

1. Sh. Raja Ram (Establishment)
2. Dr. O.P. Sharma (Principal Office/PCP)
3. Sh. Sanjay Aggarwal (Printing/ Mailing)

Junior Programmer

1. Ms. Madhvi
2. Sh. Sanjay Gupta,

Production Superintendent

1. Sh. Vijay Bhandari

Personal Assistant

1. Sh. Sunil Kumar

Section Officer

1. Sh. Ravinder Kumar
2. Sh. Prem Chand
3. Sh. Ashwani Kumar
4. Ms. Meena Kumari
5. Sh. Prem Raj
6. Sh. Vinod Joshi
7. Sh. Harish Chand Tiwari
8. Sh. B.S. Satpola
9. Sh. Pradeep Kumar Bajpayee
10. Sh. Jitender Kumar
11. Sh. Rajesh Kumar
12. Sh. Umesh Chander
13. Ms. Nisha
14. Sh. Vijay Pal
15. Ms. Suman Gagneja
16. Sh. Suresh Chand Verma
17. Sh. Mukesh Chand Meena

Incharge, Library, SOL

1. Sh. Chander Mohan Singh

- (x) Monthly Remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

ACADEMIC STAFF			
S.N	Designation	Academic Level	Entry Pay (Rs.)
1.	Principal	14	1,44,200/-
2.	Associate Professor	13A	1,31,400/-
3.	Assistant Professor	10	57,700/-
		11	68,900/-
		12	79,800/-

NON-TEACHING STAFF			
	DESIGNATION	PAY LEVEL	ENTRY PAY (Rs.)
1.	Joint Registrar	13	123100
2.	Deputy Registrar	12	78800
3.	Deputy Librarian	13	123100
4.	Senior Programmer	13	123100
5.	Assistant Registrar	10	53100
6.	Junior Programmer	10	53100
7.	Assistant Librarian	10	53100
8.	Section Officer	7	44900
9.	Senior Personal Assistant	7	44900
10.	Production Superintendent	7	44900
11.	Senior Assistant	6	35400
12.	Personal Assistant	6	35400
13.	Professional Assistant	6	35400
14.	Junior Engineer	6	35400
15.	Console Operator	6	35400
16.	Technical Assistant	5	29200
17.	Senior Proof Reader	5	29200
18.	Semi-Professional Assistant	5	29200
19.	Junior Proof Reader	4	25500
20.	Assistant	4	25500
21.	Stenographer	4	25500
22.	Junior Store Keeper	4	25500
23.	Electrician	2	19900
24.	Copy Holder	3	21700
25.	Junior Assistant	2	19900
26.	Sorter	2	19900
27.	PABX OPERATOR	2	19900
28.	Junior Library Information Assistant	2	19900
29.	MTS	1	18000

(xi) Budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee, School of Open Learning and the Governing Body, School of Open Learning. All financial accounts are audited by the office of the Comptroller and Auditor General of India under Constitution of India.

BALANCE SHEET AS AT 31st March, 2021

		Amount in Rupees	
SOURCES OF FUNDS	Schedule	2020-2021	2019-2020
CORPUS/CAPITAL FUND	1	-122201785.00	-42581432.00
DESIGNATED/ EARMARKED/ ENDOWMENT FUNDS	2	3098425804.00	2865535865.00
CURRENT LIABILITIES & PROVISIONS	3	3794089520.00	3367334949.00
TOTAL		6770313539.00	6190289382.00
APPLICATION OF FUNDS	Schedule	2020-2021	2019-2020
FIXED ASSETS	4		
Tangible Assets		85963708.00	58817883.00
Intangible Assets		0.00	0.00
Capital Works-in-Progress		51939633.00	51939633.00
INVESTMENT FROM EARMARKED / ENDOWMENT FUNDS	5	2981000000.00	2750600000.00
Long Term		0.00	0.00
Short Term		0.00	0.00
INVESTMENT – OTHERS	6	53356.00	50222.00
CURRENT ASSETS	7	3490587343.00	3149067199.00
LOANS, ADVANCES & DEPOSITS	8	160769499.00	179814445.00
TOTAL		6770313539.00	6190289382.00

CAPITAL BUDGET

REVISED ESTIMATES FOR 2020-2021 AND BUDGET ESTIMATES 2021-2022

SUMMARY

HEAD OF ACCOUNT		Actual for 2019-2020	Budget Estam. 2020-2021	Exp of 6 months April-Sept, 2020	Rev. Estam. 2020-2021	Budget Estam. 2021-2022
		Rs. in lacs	Rs. in lacs	Rs. in lacs	Rs. in lacs	Rs. in lacs
A	RECEIPTS					
	1. Dev. Fee from Students	325.00	311.00	-	265.00	260.00
	2. Interest on Saving and FDR (Dev.Fund)	950.00	850.00	-	900.00	950.00
	3. General Amenities Fund	324.00	311.00	-	265.00	260.00
	4. Interest on Saving and FDR (GAF)	902.00	775.00	-	900.00	900.00
	5. Interest on Saving and FDR (St.Amt. Fund)	248.00	200.00	-	250.00	250.00
	TOTAL - A	2,749.00	2,447.00	-	2,580.00	2,620.00
B	Expenditure (-)	616.00	3,020.00	32.00	545.00	3,065.00
	Surplus/Deficit (A-B)	2,133.00	-573.00		2,035.00	-445.00

INOCME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31st March, 2021

Particulars	Schedule	2020-2021	2019-2020
		Rs.	Rs.
INCOME			
Academic Receipts	9	521820361.00	574349194.00
Grants / Subsidies	10	0.00	0.00
Income from investments	11	175407422.00	202476971.00
Interest earned	12	9683578.00	11762586.00
Other Income	13	20149292.00	22839975.00
Prior Period Income	14	0.00	0.00
TOTAL (A)		727060653.00	811428726.00
EXPENDITURE			
Staff Payments & Benefits (Establishment expenses)	15	788775686.00	1187201915.00
Academic Expenses	16	6473426.00	7178268.00
Administrative and General Expenses	17	18046503.00	63112590.00
Transportation Expenses	18	248667.00	170872.00
Repair & Maintenance	19	13610935.00	15753165.00
Finance costs	20	6283.00	14896.00
Other Expenses	21	0.00	0.00
Prior Period Expenses	22	0.00	0.00
Depreciation	4	11431351.00	11380284.00
TOTAL (B)		838592851.00	1284811990.00
Balance being excess of Income over Expenditure (A-B)		-111532198.00	-473383264.00
Transfer to / from Designated Fund		0.00	0.00
Building fund		0.00	0.00
Others (specify)			
Balance Being Surplus / (Deficit) Carried to Capital Fund		-111532198.00	-473383264.00

RECEIPTS AND PAYMENT FOR THE YEAR 2020-2021

Receipts	2020-21	2019-20	Payment	2020-21	2019-20
I. Opening Balances			I. Expenses		
a) Cash In Hand	0.00	0.00	(a) Establishment Expenses	5559,73,772.00	6732,28,358.00
b) Bank Balance			(b) Academic Expenses	64,73,426.00	71,78,268.00
Deposit Accounts(Main Account)	28994,50,222.00	29651,46,947.00	(c) Administrative Expenses	181,17,733.00	629,22,159.00
Saving Accounts(Main Account)	2096,73,472.00	2039,31,245.00	(d) Transportation Expenses	2,48,667.00	1,70,872.00
Deposit Accounts(Earmarked Fund)	27506,00,000.00	23284,00,000.00	(e) Repair and Maintenance Expenses	136,10,935.00	157,53,165.00
Saving Accounts(Earmarked Fund)	301,84,245.00	2493,99,824.00	(c) Finance Expenses	6,283.00	14,896.00
Current Accounts SBI-DU	30,613.00	33,030.00	II. Expenditure on Fixed Assets		
			Purchased of fixed Assets	12,99,520.00	21,12,301.00
II. Grant Received	0.00	0.00	III Other Payments		
III. Income From Investment			Earnest Money		
Interest Received	2056,37,134.00	2260,91,588.00	Security	8,36,761.00	1,11,088.00
IV, Other Income			University Dues	3833,38,115.00	7210,91,390.00
Income from Sales\Service	0.00	36,500.00	Curren Liabilities (Academic)	0.00	2,58,477.00
Fees & Subscription	5218,20,361.00	5743,12,694.00	Curren Liabilities (Non-Academic)	12,34,457.00	0.00
Other Receipt	183,11,283.00	216,09,772.00	Payable to earmarked fund	729,13,855.00	1098,87,010.00
V. Any other receipts			Sundry Debtors	205,79,980.00	23,65,585.00
Earnest Money		0.00	Loan & Advances	0.00	0.00
Security		6,78,620.00	Loan & Advances out of Earmarked A/c	0.00	0.00
University Dues	5588,35,620.00	6031,58,940.00	GST	0.00	1,31,080.00
Curren Liabilities (Academic)	5,700.00	0.00	IV Payment for Exp of Earmarked A/c	356,30,417.00	845,41,788.00
Curren Liabilities (Non-Academic)		7,12,031.00	(As per SCH - 2)		
Net Balance of Deduction/Rem. ACA	0.00	0.00	V Closing Balances		
Payable to earmarked fund	935,05,755.00	1052,30,350.00	Deposit Accounts(Main Account)	32990,53,356.00	28994,50,222.00
Financial Assistance to Teachers	-	-	Saving Accounts(Main Account)	1565,37,945.00	2096,73,472.00
Loan & Advances	32,15,216.00	5,31,933.00	Current Accounts SBI-DU	27,104.00	30,613.00
Loan & Advances out of Earmarked A/c	0.00	0.00	Deposit Accounts(Earmarked Fund)	29810,00,000.00	27506,00,000.00
Sundry Debtors			Saving Accounts(Earmarked Fund)	306,09,236.00	301,84,245.00
VI Receipts From Earmarked A/c					
As per SCH. 2	2862,21,941.00	290431515			
TOTAL	75774,91,562.00	75697,04,989.00		75774,91,562.00	75697,04,989.00

REVISED ESTIMATES 2020-2021 AND BUDGET ESTIMATES FOR 2021-2022

PARTICULARS	Actuals for 2019-2020	Budget Estm 2020-2021	Exp. Of 6 months April 2020 to Sept.2020	Rev. Estimates 2020-2021	Budget Estm. 2021-2022	No. of Students admitted	
						during	
						2020-2021	2021-2022
(A) RECEIPT	Rs. in lacs	Rs. in lacs	Rs. in lacs	Rs. in lacs	Rs. in lacs		
1. Fee from students	5,555.00	5,013.00	-	4,430.00	4,225.00	264200	257500
2. Other Receipts	2,604.00	2,747.00	-	2,600.00	2,805.00		
TOTAL (1+2)	8,159.00	7,760.00		7,030.00	7,030.00		-
3. University Dues	6,031.00	5,600.00	-	4,800.00	4,600.00		
TOTAL- A (1+2+3)	14,190.00	13,360.00	-	11,830.00	11,630.00		
(B) EXPENDITURE							
1. Salary & Allowances	4,818.00	6,610.00	2,850.00	4,600.00	6,852.00		
2. Other Charges	1,366.00	2,392.00	470.00	2,125.00	2,300.00		
TOTAL (1+2)	6,184.00	9,002.00	3,320.00	6,725.00	9,152.00		
3. Capital Expenditure to be out of Revenue	27.00	200.00	1.00	140.00	200.00		
TOTAL (1+2)+(3)	6,211.00	9,202.00	3,321.00	6,865.00	9,352.00		
4. University Dues	7,211.00	5,600.00	237.00	4,800.00	4,600.00		
TOTAL - B (1+2+3+4)	13,422.00	14,802.00	3,558.00	11,665.00	13,952.00		
Deficit/Surplus	1,948.00	-1,442.00		165.00	-2,322.00		
University Dues to be paid	-1,180.00						
Grant Actually received	-	-	-	-	-		

(xii) Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes

School does not operate any subsidy programmes since no grant is being received from UGC from 1997-98 onwards.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by the it

In admission under the Under-graduate and Post-graduate courses, fee concession is granted on merit-cum means basis. A student whose family income from all sources is below Rs. 8,000/- per month and who has studies in a government school will be considered for this facility. The Unemployed students belonging to Scheduled Caste/Scheduled Tribes category can be granted exemption from payment of Tuition Fee after seeking admission on production of Caste and Income Certificate from appropriate authority, provided of Tuition fee after seeking admission on production of Caste and Income Certificates from appropriate authority, provided his/her parents do not pay Income Tax. Students are required to apply afresh for fee concession every year on promotion to next class. Students belonging to Scheduled Castes/Scheduled Tribes are advised to apply to their respective State Governments for financial assistance to defray the expenses of their education. The University employees and those working in University affiliated Colleges on permanent posts can be granted exemption from payment of Tuition Fee.

(xiv) Details in respect of the information available to or held by it reduced in form

All Official information is accumulated by the concerned Sections in files and documents. However, Information about functions and activities are available on the website <http://sol.du.ac.in/> and <http://www.du.ac.in/>

(xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The School remains open for interaction with students and public dealing on all working days. Office of the School open from 9.00 A.M. to 5.30 P.M. Public Dealing hours is from 9.00 A.M. to 5.00 P.M. on all working days with a lunch break from 1.00 P.M. to 1.30 P.M. Office of the school remains closed on Saturdays, Sundays and other declared Holidays. Teaching, however, may continue on non-working days also as per rules. It is not open for public.

(xvi) Names, Designation and other particulars of the Public Information Officers

PUBLIC INFORMATION OFFICERS

SCHOOL OF OPEN LEARNING, NORTH CAMPUS

Sh. Raja Ram, Assistant Registrar (Establishment), PIO
School of Open Learning (Campus of Open Learning)
5 Cavalry Lane, University of Delhi
Delhi-110007
Tel. No. 27008330

SCHOOL OF OPEN LEARNING, SOUTH STUDY CENTRE

Sh. Mukesh Chand Meena, S.O. (Addl.charge of Assistant Registrar) (APIO)
School of Open Learning
South Study Centre, South Moti Bagh (Old Moti Lal Nehru College Building)
New Delhi-110021
Tel. No. 24151603

APPELLATE AUTHORITY

Prof. U.S. Pandey, Officiating Principal
School of Open Learning (Campus of Open Learning)
University of Delhi, 5, Cavalry Lane,
Delhi – 110007
Tel. No. 27662417, 27666776
Fax No. 27667242
Email: osdsol@sol-du.ac.in

(xvii) Such other information as may be prescribed; and thereafter update these publication every year

Any information relating to the procedures of admission, examination etc. and important decision for students are also available in website <http://sol.du.ac.in/> and <http://www.du.ac.in/>

Information Pertaining to Application Fee and Other Charges

The person seeking information may apply on a plain paper giving particulars of information being sought and his/her correct address for communication.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the **Principal, School of Open Learning, University of Delhi.**

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order payable to the Executive Director, School of Open Learning, University of Delhi at the following rates:

- (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
- (b) actual charges or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof.)

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order payable to the Executive Director, School of Open Learning, University of Delhi at the following rates:

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.

ACADEMIC STAFF OF SCHOOL OF OPEN LEARNING**Department of English**

S.N	Name	Availability Hours	Student Hour
1	Dr. (Ms.) Neeta Gupta		10.30 pm – 12.30 pm
2	Dr. (Ms.) Seema Suri		11.00 am – 01.00 pm
3	Sh. P. K. Satpathy		11.30 am – 01.30 pm
4	Ms. Nalini Prabhakar (Temporary)		11.30 am – 01.30 pm

Department of Hindi

S.N	Name	Availability Hours	Student Hour
1	Dr. (Ms.) Minakshi Vyas		
2	Dr. Sudhir Kumar Sharma		11.00 am – 12.00 pm
3	Dr. (Ms.) Bhawani Rani Dass		11.00 am – 12.00 pm
4	Dr. (Ms.) Seema Jain		11.00 am – 12.00 pm

Department of Political Science

S.N	Name	Availability Hours	Student Hour
1.	Dr. Tapan P. Biswal (Hony.Coordinator)	-	-
2.	Dr. Mangal Deo	11.00 am – 05.00 pm	11.30 am – 01.30 pm
3.	Dr. Shakti Pradayani Rout	11.00 am – 05.00 pm	01.30 pm – 03.30 pm
4	Dr. Sudhir Kumar Parida	11.00 am – 05.00 pm	11.30 am – 01.30 pm

Department of Economics

S.N	Name	Availability Hours	Student Hour
1.	Prof. Janmejoy Khuntia		01.00 pm – 04.00 pm

Department of History

S.N	Name	Availability Hours	Student Hour
1.	Ms. Viola Bhasin	11.00 am – 04.00 pm	
2.	Dr.(Ms.) Rajni Nanda Mathew	09.30 am – 02.30 pm	
3.	Sh. Prabhat Kumar	12.00 pm – 05.00 pm	

Department of Commerce

S.N	Name	Availability Hours	Student Hour
1.	Sh. K.B. Gupta	11.00 am – 05.00 pm	12.00 pm – 02.00 pm
2.	Dr.(Ms.) Sneh Chawla	11.00 am – 05.00 pm	11.30 am – 01.30 pm
3.	Prof. U.S. Pandey	11.00 am – 05.00 pm	01.30 pm – 03.30 pm
4	Ms. Rutika Saini		
5.	Ms. Ritika Sharma		

Department of Sanskrit

S.N	Name	Availability Hours	Student Hour
1.	Dr.(Ms.) Rama Jain (Honorary Coordinator)	-	-
2.	Dr. Kanta	11.00 am – 05.00 pm	11.30 am – 01.30 pm
3.	Dr. Suchita Yadav	11.00 am – 05.00 pm	01.30 pm – 03.30 pm

Department of Mathematics

S.N	Name	Availability Hours	Student Hour
1.	Prof. Suman Kr. Verma	11.30 am – 04.30 pm	12.00 pm – 03.00 pm

Department of Tamil

S.N	Name	Availability Hours	Student Hour
1.	Dr. S. Manickavasagam	10.00 am – 03.00 pm	11.00 am – 01.00 pm

Department of Urdu

S.N	Name	Availability Hours	Student Hour
1.	Dr. Md. Asghar Ali	11.00 am – 04.00 pm	11.00 am – 02.00 pm

DETAILS OF DUTIES BEING PERFORMED BY THE OFFICERS / STAFF OF SOL

PRINCIPAL OFFICE

1.	Mr. Sunil Kumar Personal Assistant	<ul style="list-style-type: none">To provide secretarial support to the Principal SOLTo provide administrative support to the ICC, SOLTo provide secretarial support to conduct Staff Council Meeting.To provide facility for DTC Bus Pass.Maintaining file related to Principal Office.
2.	Mr. Balkishan Sharma Assistant	<ul style="list-style-type: none">Diary & Dispatch all the files, Letter and Dak related to Principal Office.Resolve the Grievances and Problem of the student of SOL.Help in routine activity and work related to Principal and Dy. Director office, SOL.Help in the Faculty Members in official work like meeting notice, information of meeting, typing letter and other official work.
3.	Mr. Madho Singh Office Attendant	<ul style="list-style-type: none">Done all the office attendant work at Principal and Dy. Director Office.Delivery of Leter, File and Dak of Princial office to other Department .Help in providing enquiry to student of SOL
4.	Sh. Dharmender Office Attendant	<ul style="list-style-type: none">Done all the office attendant work at Principal and Dy. Director Office.Delivery of Leter, File and Dak of Princial office to other Department .Help in providing enquiry to student of SOL

ESTABLISHMENT SECTION

Mr. Raja Ram Asstt. Registrar	<ul style="list-style-type: none">Overall Incharge of the Establishment Section-I and II Sections (Academic and Non-Academic) and PIO, SOL.To Assist the Principal (Officiating) in day to day administrative related issues.To Co-ordinate with the Director/Chairperson-COL/GB-SOL.To Co-ordinate D.P.C Meeting , Selection Committee Meeting and to Assist in Governing Body Meeting of SOL.To Co-ordinate with different court cases of School with the legal counsel as well as legal Cell of University of Delhi.To Co-ordinate with Liaison Officer (University of Delhi) regarding reservation policy and to proper maintenance of Roster.To Co-ordinate with University of Delhi in other related issues of School of Open Learning with the Delhi University.To Co-ordinate with UGC and in HRD regarding different issues related of School of Open Learning.
----------------------------------	---

ESTABLISHMENT-I

1.	Sh. Rajesh Kumar, Section Officer	<p>Routine work:</p> <ul style="list-style-type: none">Distribute the work among the StaffManagement and Co-ordination of workDiscuss with the staff to decide the course of action to be taken on various cases.Submit the cases to the appropriate higher authoritiesMaintenance of order and discipline in the Section-ITo scrutinize the Section diary once in a weekTo ensure that cases are not held up at any stageEnsuring proper maintenance of Registers required to be maintained in the see
----	--------------------------------------	--

		<p>Occasional:</p> <ul style="list-style-type: none"> • To co-ordinate D.P.C Meeting , Selection Committee and assist to held G.B. Meeting • To discuss different court case with the legal counsel as well as legal Cell of University of Delhi • Co-ordinate with Liaison Officer regarding reservation policy and to proper maintenance of Roster • To provide the information related to Admission required in the University/UGC and in HRD • To forward the note sheet to the higher Authority giving necessary remarks
2.	Mr. Ashok Kumar Senior Assistant	<ul style="list-style-type: none"> • Dealing Related with Group A,B & C Officials. • Maintenance of Personal file: Assistant to Assistant Registrar. • Appointment of Assistant Registrar (Internal and External). • Maintenance of Rosters of Non-teaching staff.. • Reply of Letters/Queries under Right to Information Act-2005. • Car/Scooter/Motor Cycle Advance given to the eligible employees as per rule. • Fixation of Retirement Gratuity of the concerned employee due to enhancement op D.A. • Preparation of note to obtain approval from the Chairperson/ Chairman for payment of enhanced D.A/D.R/Revised Gratuity and adhoc bonus. • Preparation of note and office orders for grant of additional seat allowance as per rule. • Reply of representation received from the officials of the School and action taken thereto. • Personal Files Of the Official is maintained and all related Papers are put in the file • Release of Annual Increments of the officials after verifying the leave record of the concerned employee. <p><u>Administrative work</u></p> <ul style="list-style-type: none"> • Note prepared in different matter. • Memorandums issued against the complaint. • Circulation of Notice/Office Order. • Addition of Qualification. • Permission to Purse Study. • Issue of Certificate required by the employees/retired employees for different purposes. • To forward the applications of the officials applying for other departments/institutions/offices. <p><u>Confidential reports</u></p> <ul style="list-style-type: none"> • Annual confidential reports are sent to different sections to obtain their Confidential Report and actions are taken on the adverse Confidential Reports. <p><u>Promotion</u></p> <ul style="list-style-type: none"> • Promotion of JACT to Assistant (under 25% quota). • For promotion under 25% quota a notice is to be circulated among the eligible candidates for inviting application to appear in the test. • To conduct the test for the employees who applied for the test. • Declaration of Result among the candidates. • Passed candidate's cases is to be put in the Departmental Promotion Committee for promotion under 25%. • Promotion of JACT to Assistant, Assistant to Sr. Assistant, Sr. Assistant to Section Officer and Section Officer to Assistant Registrar on Substantive/Temporary/adhoc basis as per University Rules. <p><u>Departmental Promotion Committee</u></p> <ul style="list-style-type: none"> • For promotion of employees of different cadres a Departmental Promotion Committee is to be formed / called as per Executive Council/Delhi University

		<p>Rules.</p> <ul style="list-style-type: none"> Note is to be put up for convening the Departmental Promotion Committee as well as to get the Date and Time for the Departmental Promotion Committee. To inform the Date and Time of the meeting to the Members of the Departmental Promotion Committee. Promotion note of the employees who are due to promotion is to be made and placed before the Departmental Promotion Committee.\ After Departmental Promotion Committee the Promotion Letters of the concerned employees is to be made. Fixation of pay is to be made consequent upon their promotion if required fixed as per FR(22)C of Govt. of India. Technical Break is to be given to the employees promoted on adhoc basis before completion of 6 months period and reverted to their original post and again promoted to their higher post on adhoc basis. <p><u>Retirement</u></p> <ul style="list-style-type: none"> Cases of retirement of Assistant to Assistant Registrar are to dealt with. Date of Retirement is communicated to the employee to get No Dues Certificate. Preparation of following formalities/document/retirement proformas before sending the case to the University for the settlement of retirement benefits: Service Book Personal File Proforma regarding the emoluments drawn during the last ten months (in duplicate) Proforma regarding service particulars (in duplicate) Application for sanction of Pension (in triplicate) Proforma regarding commutation of pension (in triplicate) Specimen signature and joint photograph of retiring employee.
3.	Ms. Ajita Pathak Assistant	<ul style="list-style-type: none"> Maintenance of Non-academic staff leave files Making of new leave files Leave Verification for increment Leave Verification for LTC, HTC Verification of crosses Leave Encashment
4.	Sh. Mahesh Kumar Assistant	<ul style="list-style-type: none"> Dealing of JACTs and Group 'D' Staff (Including Ad-Hoc) staff of SOL Appointments of Non-teachings (Except Library and Computer) appointments Calculation of vacant posts in a particular cadre Preparation of note for filling up the vacant posts for placement before the Governing Body for their approval Advertisement is sent to the daily newspapers inviting applications therein Sorting of applications of eligible candidates Preparation of Summery Eligible candidates are called for Test Qualified candidates from Test are called to appear before the Selection Committee (Constituted as per EC norms) for Interview. A Panel (in order of merit) is prepared by the Selection Committee. Promotions: Cases of Promotion of the staff are also undertaken. Fixation of Pay: After promotion, pay of the promoted employee is fixed as per FR (22)C of Govt. of India. <p><u>Administrative work</u></p> <ul style="list-style-type: none"> Note prepared in different matter. Memorandums issued against the complaint. Circulation of Notice/Office Order. Addition of Qualification. Permission to Purse Study. Issue of Certificate required by the employees/retired employees for different purposes. To forward the applications of the officials applying for other

		<p>departments/institutions/offices.</p> <ul style="list-style-type: none"> • General administration of JACTs and Group 'D' staff is also looked after • Memorandum issued against the complaint. • Enquiry Committees are formed to enquire cases and accordingly actions are taken. <p><u>Annual Confidential Reports</u></p> <ul style="list-style-type: none"> • ACRs - sending to different sections and receive back and maintain proper records of ACRs, taking action on the adverse ACRs. <p><u>Retirement cases</u></p> <ul style="list-style-type: none"> • Cases of retirement of Group 'D' staff and JACTs are dealt with. • Date of Retirement is communicated to the employee to get No Dues Certificate. • Preparation of formalities/document/retirement proformas before sending the case to the University for the settlement of retirement benefits: Service Book, Personal File • Proforma regarding the emoluments drawn during the last ten months (in duplicate) • Proforma regarding service particulars (in duplicate) • Application for sanction of Pension(in triplicate) • Proforma regarding commutation of pension(in triplicate) • Specimen signature and joint photograph of retiring employee. <p><u>Dealing Court cases of the office and liaison with University</u></p> <ul style="list-style-type: none"> • To attend the hearings of the court cases in the courts pending at different courts • To discuss the cases with the Legal Counsel of the School and also prepare the drafts of the cases • To do the liaison with the university in different cases, like preparation and updated of SC/ST Roster from the Liaison Officer of the University, and discussion of other important cases of the School with the Establishment Section and Legal Cell of the University. • To deal with the case of Right to Information Act-2005.
5.	Sh. Manoj Kumar Jr. Assistant	<ul style="list-style-type: none"> • Maintenance of Service Books of all the non-academic staff except (library staff, Computer and Teaching Staff) • Advance for L.T.C./H.T.C are also dealt with and after scrutinizing the same are sent to the Accounts Section. • The same are also dealt with for finalization. • Performa are also scrutinized for preparing the W.U.S. Health Centre Card. • All record of Medical Attendants/Hospitals/ Pathological Labs are maintained.. • Leave Record of every employee is also maintained with the service book. • Cases of Addition and Deletion of Family members of employees are also dealt with. • Allotment of G.P.F. number to the newly appointed staff. • Cases of Group Insurance are also dealt with.(Group Insurance Member and finalization of cases after retirement etc.
7.	Umesh Kumar Office Attendant	<ul style="list-style-type: none"> • Diary in Peon Book • Distribution of Official letter • To assist in Diary and Dispatch work as and when required • To assist in meeting held in SOL. • Any other work assigned by the Section officer

ESTABLISHMENT-II

1.	- Section Officer	<ul style="list-style-type: none"> • To manage all the work related to Teaching Staff, Library, Computer and other Technical Staff of SOL.
1.	Mr. Vishal Taneja Senior Assistant	<ul style="list-style-type: none"> • To maintain Personal files of Teachers • To deal with Commutation/ Additional pension cases.

		<ul style="list-style-type: none"> To maintain record of regular increment To deal with the cases of promotion/placement in Senior scale, Selection Grade. To deal with cases of promotion under CAS. To deal with the cases of Pay fixation of Teachers. To prepare retirement cases of teachers and process. To deal with University regarding retirement benefits, Pay fixation cases in respect of Teaching staff. To deal with engagement / break / re-engagement of Ad-hoc Teachers in SOL To maintain Teaching Roster. To maintain Annual Property Forms. To deal with RTI cases. Day to day correspondence with University as and when required. To deal with the representations, complaints of Teaching Staff. All noting, correspondence paperwork is done on computer To assist in Governing Body meetings, Selection Committee meetings for engagement of Ad-hoc Teachers in SOL.
2.	Sh. Vijay Bahadur Singh, Assistant	<ul style="list-style-type: none"> To maintain Personal files of Library / Computer / Tech. Staff To maintain record of monthly register increment To deal with the cases of promotion To deal with the cases of fixation of pay To deal with MACP cases To deal with court cases pending with High Court To deal with Advertisement/Appointment process To deal with addition of qualification / permission To deal with Commutation / Additional pension To deal with APAR of Library / Computer Staffs To prepare the retirement cases (Process) To deal with University regarding retirement benefits Day to day correspondence with University in almost cases as and when required To prepare & maintain Roster points To prepare break & appointment letters for ad-hoc / Contractual staff in Library / ICT computer section. To deal with RTI 2005 cases All the paperwork is done on computer All the matters/cases related to administration
3.	Ms. Geeta Chopra Jr. Assistant	<ul style="list-style-type: none"> Maintenance of Leave Records Preparation of leave files debit / credit of leaves like Casual leave, Earned leave, Medical Leave, Maternity leave and compensatory leave etc Cross verification, Leave Without pay, leave encashment and receiving of leave applications etc Maintenance of Service Books with entry of service particulars of Teaching staff, Library and Computer Staff, SOL. LTC/HTC, Annual increment entry in Service books, addition/Deletion of names, entry work of Retirement benefits like: Gratuity, Commutation, pension Leave encashment, GIS of Teaching Staff, Library and Computer Staff. Leave entries in service book and all paper work related to service book
4.	Sh. Sanjay Kumar Daftry	<ul style="list-style-type: none"> Sorting work Diary in Peon Book Distribution of Official letters Any other work assigned by Assistant Registrar and Section officer
5	Sh. Manoj Kumar Office Attendant	<ul style="list-style-type: none"> Diary & Dispatch Work Making Employee I-card & Medical Card Bio-matrix attendance UGC-DEB / CIQA / AISHE related work Diary in Peon Book

- Distribution of Official letter
- Any other work assigned by the Assistant Registrar / Section officer

ACCOUNTS SECTION-I

1.	Mr. Ashwani Kumar Section Officer	<ul style="list-style-type: none"> • He is having additional charge of Assistant Registrar (Accounts), SOL • Supervision of Account Section-I and other Sections.
2.	Mr. Vinod Kumar Assistant	<ul style="list-style-type: none"> • Verification and passing of OPD Medical Bills in r/o Academic & Non-Academic Staff members and Pensioners. • Hospitalization Reimbursement Bills of Staff members & Pensioner. • Hospitalization bills of Direct Payment received from different Hospital, Calculation and submission of Prof. Tax of Hospitalisation bills Verification and passing of Examination fees and Enrolment fees Bill for payment to University of Delhi. • Preparation of GST Expenditure Returns
3.	Sh. Suraj II Assistant	<ul style="list-style-type: none"> • Verification and Passing of Bills of UDF, GST income returns, Over-Time, Honorarium bills. • Entry of all OPD& Indoor patient medial bills in the Medial Bill Registers and to maintain the Direct Payment Register. • To maintain Diary & Despatch Register and Leave Record., Telephone and Electricity Bills, Water Charges Bills, etc.
4.	Sh. Sanjeev Kr. Vats Jr. Assistant	<ul style="list-style-type: none"> • Passing the Stationary Bills • Passing the Advertisement Bills • Passing the Postage & Telegraph Bills • Passing the Printing Paper Bills • Passing the Book Bank/Library Books Bills • Passing the lesson writing bills • Passing the Periodical Bills and the liveries Bills • Passing the Repair & Replacement of Furniture & Equipment Bills • Passing the Financial Assistant Bills • Development bills of Computer & Photocopy, Sub-station, Maintenance • Passing the Contingency Bills • Passing the Conveyance Bills • Passing the Electricity Bills, Water Bills, Telephone Bills. • Passing the Entertainment Bills • Passing the maintenance & Repair of Building • Passing the Maintenance of Staff Car Bills • Passing the Staff Quarters Bills • Passing the Miscellaneous Bills • Prepare the Income Tax Returns of Contractors (computerized) and Computerized Typed the Annual Account & Budget
5.	Sh. Mahender Niwari Jr. Assistant	<ul style="list-style-type: none"> • Verification and Passing of PCP Bills (Academic). To Prepare the proper record of Prof. Tax on PCP bills and to submit the same in the IT department. To assist in the filing of Income Tax returns.
6.	Sh. Anil Kumar Saxena Daftry	<ul style="list-style-type: none"> • Sorting & Pasting of Vouchers, in respect of all the bank Accounts and Misc. work of all three Sections
7.	Mr. Rishabh Adalakha Junior Consultant (Accounts)	<ul style="list-style-type: none"> • Handling the HDFC online payment transactions (Charge-back & duplicate payments) • Reconciliation of HDFC bank on monthly basis with Cash book. • Compilation of data of Salary and Non-Salary transaction of Tax deducted at source (TDS) by updating the tax software from OCR (Salary) and excel sheets (Manually update from the vouchers) • Filing of TDS e-return Quarterly (Salary and Non-Salary). • Filing of revised return of TDS in case of default. • Settlement of TDS default notice received from Income Tax of Salary and Non-Salary from 2007-08 till 2019-20 by revising the data of filed returns. • Compilation of monthly data for GST return (INCOME). • Compilation of monthly data for GST return (Expenditure).

		<ul style="list-style-type: none"> Assisting to Senior in day to day bills and giving valuable suggestions for the same after checking. Coordinating with ICICI, IDBI and HDFC bank, for consolidated bank reports.
--	--	---

ACCOUNTS SECTION-II

1.	Mrs. Nisha Gusain Section Officer	<ul style="list-style-type: none"> Supervision and inspection of work of Salary Section. Work assigned by the Senior Officer
2.	Ms. Meenu Taneja Senior Assistant	<ul style="list-style-type: none"> Preparation of Salaries of Senior Assistant , Assistant , JACT, Prof. Asstt. and SPA of library , Computer Staff , Printing Staff and Personal Staff of Principal . Deductions work of SOL T. & C. Society and SC/ST Association . Dealt with Bills of Reimburshment of Tuition Fee. Cases of Arrears of Pay Fixation of 7th CPC , Leave encashment , Retirement benefit work, MACP, TDS and Etc.
3.	Ms. Geeta Kapoor Senior Assistant	<ul style="list-style-type: none"> Preparation of salaries of Group “C” Cadre , such as Sorter, Daftry, O.A. , Library Attendant, S.K. , Farash, Mali, Driver , Lesson Keeper, Cleaner. Also the salaries of Contractual Staff of IT Branch and others Operational Staff. Deductions work of GPF , CPF , DUCKU, DUCLSA, DUCLIA , WUS Health Centre (N/S) , OBC , HBA , LIC , GLIS . Cases of Arrears of Pay Fixation of 7th CPC , Leave encashment , Retirement benefit work, TDS work, MACP, and Etc.
4.	Mr. Umesh Tiwari Assistant	<ul style="list-style-type: none"> Preparation of Salaries of Academic Staff and Non – Academic Staff (Sr.Officer-A/R and S.O.) and Pension of Academic Staff Pensioners Deduction work of Income Tax , NPS , DUTA, D.U. Teachers Welfare Fund , DU SOL Teachers Association and etc. Work of TDS Return, Retirement benefit , Addl.Pension of Pensioners , Leave encashment, Addl. Charge Allowance work, and Addl. Pension of Pensioners, Etc.
5.	Ms. Babli Assistant	<ul style="list-style-type: none"> Preparation of salary of Ad-hoc employee , Consultants Fee bills and Pension of All Non-academic pensioners. PCB bills of All Non – Academic SOL Staff and college staff. Typing, Diary and Despatch work of section. Cases of Pensioners related with Arrears /Pension of Pensioners, TDS Return work and other miscellaneous works .
6.	Mr. Bhupinder Singh Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> To deliver the letters and other documents to others sections of SOL and also to D.U. and other Govt. Departments. Also executed the work assigned by the Senior Officers of all the Accounts Sections.

ACCOUNTS SECTION-III

1.	Harish Chander Tiwari Section Officer (Addl.charge of AR, Accounts)	<ul style="list-style-type: none"> Supervision of Accounts – III To Check and verify each and every bill passed by the Section officials To check and verify Main Cash Book with the payment vouchers and receipts in respect of all the Bank Accounts To check and verify the cheques and RTGS List prepared by the officials from the cash book and vouchers To check and verify the entries in tally after posting the payment voucher and income to finials the trial balance for preparing the annual account of SOL. To keep the investment record and related correspondence of the various accounts Occasional Duties To attend the meeting time to time related to the Accounts To make the sincere efforts to collect the necessary information from the relevant sections as required in connection with the preparation of Annual Accounts, Revised Budget and Audit. To attend the meetings with the Banks time to time to get removed the online discrepancies and in the bank statement supplied by the Bank for reconciliation
----	---	--

		<p>and regarding investment also</p> <ul style="list-style-type: none"> To assist with DGACR Audit Party in Conducting the Audit of the School
2	Mr. R. P. Batra Assistant	<ul style="list-style-type: none"> Preparation of all kinds of Cheques and making RTGS with the help of the bank software and also developed software of SOL. Writing of Expenditure side of main Cash book of all the bank accounts of SOL (North) as well as South Study Centre. Disposal of Cheques to different parties/concerned/students and clearing the revert RTGS cases. Co-ordination with the parties concerns/students, teaching and non teaching officials of SOL and academic counsellors in case of discrepancy if any. To maintain the record of the RTGS and cheques and handed over the vouchers to the sorter/daftry after verify it.
3	Mr. Chander Shekhar Kanodia	<ul style="list-style-type: none"> Accounts SOL being maintained with ICICI Bank, IDBI Bank, HDFC and Union Bank of India. Totalling of Expenditure and Income of all the cash books of the above mentioned accounts with the confirmation of closing balances in the cash books every day. Besides this the scrutiny of the both credit & debit side of the bank statement by ticking with the cash books. Downloading the daily report and monthly consolidated settlement report from the website and dash board of the bank. Balancing of Funds by transferring the amount from other bank accounts quarterly. Confirmation of the Duplicate Payment from settlement report of the BANKS for refund. Attending the meetings time to time with the banks and SOL officials to sort out the queries in reconciliation. To assist with other officials of the section in their work for smooth conduction of work, if required. (Team Work)
4	Mr. Suresh Taneja Assistant	<ul style="list-style-type: none"> General Advances, LTC/HTC Advances & their final settlement Passing of NHE Practical bills received from different colleges for staff as well as for Misc. Expenses Passing of Bills related to all the earmarked funds of SOL. To prepare the concerned Income Tax report. Quarterly and annually submitting to the Income Tax Department as well as the TDS return. To assists S.O in the work of annual account budget and investment as well as the other official of section as a team works.
5	Mr. Rajesh Mathur Assistant	<ul style="list-style-type: none"> Reconciliation of the bank accounts SOL including Earmarked Funds being maintained with the SBI. DU (North). Totalling of Expenditure and Income of all the cash books of the above mentioned accounts with the confirmation of closing balances in the cash books every day. Besides this the scrutiny of the both credit & debit side of the bank statement by ticking with the cash books. Balancing of Funds by transferring the amount from other bank accounts quarterly. To assist in reconciliation of online bank accounts in all aspects. Consolidation of reconciliation of online bank accounts of SOL and Bank accounts of South Moti Bagh with the main account and Earmarked Funds finally. Attending the meetings time to time with the banks and SOL officials to sort out the queries in reconciliation. To assist with other officials of the section in their work for smooth conduction of work, if required. (Team Work)
6	Mr. Lalit Sharma Assistant	<ul style="list-style-type: none"> Handling the IDBI Pay U and ICICI (Ingenico) online payment transactions (Charge-back & duplicate payments) Compilation of the chargeback and duplicate payment data with fact sheet, gateway, dashboard and settlement report. Reply and comments on the chargeback cases within the stipulated

		<p>period to avoid the inconvenience of the payment of the students.</p> <ul style="list-style-type: none"> • Processing the refund of duplicate payment with the approval of the competent authority after getting the list of Duplicate payment from IT Department. • Resolving the disputed cases of chargeback, arbitration with the help of bank and IT Department. • Settlement of default notices received from Bank on mail regarding the chargeback and duplicate payment of the students. • Assisting to Seniors in day to day work related to Accounts Section. Bills and giving valuable suggestions for the same after checking. • Coordinating with ICICI and IDBI bank, for consolidated bank reports. • To assist with other officials of the section in their work for smooth conduction of work, if required. (Team Work)
7	Sh. Vikas Satia Senior Assistant	<ul style="list-style-type: none"> • Head-wise classification of Income of all the Bank Accounts, on Tally system • Clubbing of Income of South Study Centre with North on Tally system • Writing of the Income from Subsidiary Cash book of all the bank accounts in the main Cash Book. • Posting of all the payment vouchers in tally system with head wise classification. • To assist in work of reconciliation as and when required and also with Section officer in preparation of Annual Accounts & Investment work
8	Mr. Rajinder Singh Entry Level Management Trainee (Contractual)	<ul style="list-style-type: none"> • Developing the New RTGS Software in lieu of old payment software which has turned redundant for making day to day payments related to Salary/Non-Salary/Bills and processing of duplicate payments of the students. • To find out the difference and to bridge the gap between Cash Subsidiary and Bank Settlement report of the latest financial year. (In this context, it is submitted for information that on scrutiny of bank reconciliation of ICICI Bank and IDBI Bank, it is found that there is huge difference between the Subsidiary Cash. • Book and Bank Statement for the period from 1-4-2019 to 31-12-2019, which come to Rs.55,65,105-00, and Rs.49,75,744-00, for which no technical support is provided by the ICT Department, SOL, despite verbal and non-verbal official requests and finding out the gap and reasons of gap for last quarter starting from 01-01-2020 to 31-03-2020. • Needless to say, this type of financial issue may be raised by the Audit Party for which serious objection might be incorporated in the Annual Audit Report of SOL, which may bring serious repercussions in future. • Online processing of student refunds pertaining to Financial Aid etc. • In addition to the above-mentioned work, he is also looking after the work of Shri Sudhir Sharma (Hindi Department), which covers allotment of requisite academic counsellor for PCP Classes of Undergraduate Courses, from time to time. • Training of teachers for smooth conduct of online classes. • Providing technical help in conducting online classes of SOL. • Help in providing support in finalization of date sheet to AR(OSD) • Solving of student queries on call during lockdown period. • Any other work assigned by the competent authority.

CASH SECTION

1.	Sh. Shiv Kumar Senior Assistant (Head Cashier)	<ul style="list-style-type: none"> • Supervision of Cash Section, collection of cash and Bank Draft, Cheque, IPO from the cashier and deposit the same in bank next day, completion of Day Book regularly, Draw the imprest money.
2.	Sh. Harbans Singh Rawat, Daftry	<ul style="list-style-type: none"> • Collection of cash at the Counter, feeding examination form in computer module, fee collection of change of subject/course, WES fee submission, cash collection from Non Teaching SOL Staff, teaching staff and library
3.	Dharmveer, O.A. (Ad-hoc)	<ul style="list-style-type: none"> • Sending dak to other section of SOL, sending examination form to exam section, Pasting of cash details in the register, collection of cash at counter

STUDENT SUPPORT UNIT-I

1.	Mr. Prem Chand Section Officer (SSU-1) Addl.charge of AR, Unit-1-4.	<ul style="list-style-type: none"> • He is holding additional charge of AR, Unit-1 to 4), SOL • Supervision of Student Support Unit-1
2.	Mr. Umesh Kumar, Senior Assistant	<ul style="list-style-type: none"> • Work related to Series 1-4000 (B.A. Programme) • Work related to Ex-student 1st, 2nd 3rd Years
3.	Mr. Birendra Kamal Singh Thakur, Assistant	<ul style="list-style-type: none"> • Work related to Series 4001-8000 (B.A. Programme) • Work related to Ex-student 1st, 2nd 3rd Years
4.	Mr. Satyaveer Singh Jr. Assistant	<ul style="list-style-type: none"> • Work related to Series 8001-12000 (B.A. Programme) • Work related to Ex-student 1st, 2nd 3rd Years • Diary, Dispatch
5.	Mr. Rajender Bhandari, Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> • Work related to Series 12001-16000 (B.A. Programme) • Work related to Ex-student 1st, 2nd 3rd Years • Diary, Dispatch
6.	Mr. Shankar Singh Rana, O.A. (Ad-hoc)	<ul style="list-style-type: none"> • Diary, Dispatch related work • Dealing Support to Dealing Assistants
7.	Mr. Alisha Sharma, L.A (Ad-hoc)	<ul style="list-style-type: none"> • Diary, Dispatch related work • Dealing Support to Dealing Assistants
8.	Mr. Rajeev, O.A (Contractual Staff)	<ul style="list-style-type: none"> • All Office Work (MTS) • Dealing Support to Dealing Assistants
9.	Sh. Arun Kumar, L.A. (adhoc)	<ul style="list-style-type: none"> • Diary, Dispatch related work • Dealing Support to Dealing Assistants

STUDENT SUPPORT UNIT-II

1.	Sh. Vijay Pal Section Officer (SSU-2)	<ul style="list-style-type: none"> • Supervision of Student Support Unit-II section
2.	Rajesh Kumar Sharma Senior Assistant	<ul style="list-style-type: none"> • E-mail • RTI online • RTI offline • Current course cancellation for admission and refund of fees. • All correspondence reply through letters. • Documents verification required Departmental • Verification for WES from University of Delhi. • Verification of Transcript from and along with Diary & Dispatch work. • Attend the phone for student query. • Supervision work & editing work in computer, when S.O is on leave.
3.	Sh. Rakesh Kumar Assistant	<ul style="list-style-type: none"> • B.A. (Prog.) Series 24001 to 28000 (All basic dealing related work to Admission/Examination) • Diary & Dispatch/Records)
4.	Sh. Gulshan Kumar Assistant	<ul style="list-style-type: none"> • B.A. (Prog.) Series 16001 to 20000 (All basic dealing related work to Admission/Examination). • Diary & Dispatch/Records)
5.	Ms. Purnima Garg Assistant	<ul style="list-style-type: none"> • B.A. (Prog.) Series 20001 to 24000 (All basic dealing related work to Admission/Examination) • Diary & Dispatch/Records)
6.	Sh. Parvez Khan L.A Ad-hoc	<ul style="list-style-type: none"> • B.A. (Prog.) Series 28001 to 32000 (All basic dealing related work to Admission/Examination) • Diary & Dispatch/Records)
7.	Ms. Radha Joshi Office Attendant	<ul style="list-style-type: none"> • MTS/Diary & Dispatch's related all outdoor work. • Attend the phone for student query.

STUDENT SUPPORT UNIT-III

1.	Mr. Bache Singh Satpola Section Officer SSU-3	<ul style="list-style-type: none"> Supervision of Student Support Unit-III section
2.	Mrs. Sunita Arora Senior Assistant	<ul style="list-style-type: none"> Dealing of admission and examinations related works of SOL roll no 40001-44000
3.	Mrs. Jyoti Bhanot Assistant	<ul style="list-style-type: none"> Dealing of admission and examinations related works of SOL roll no 32001-36000
4.	Mrs. Alpana Samal Jr. Assistant	<ul style="list-style-type: none"> Dealing of admission and examinations related works of SOL roll no 36001-40000
5.	Mr. Kamal Singh Rawat Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> Dealing of admission and examinations related works of SOL roll no 44001-48000
6.	Mrs. Vijay Laxmi Daftry	<ul style="list-style-type: none"> All miscellaneous work of Unit-III
7.	Mr. Lal Bihari Lal O.A. (Ad-hoc)	<ul style="list-style-type: none"> All miscellaneous work of Unit-III
8.	Mr. Krishan Kumar L.A. (Ad-hoc)	<ul style="list-style-type: none"> All miscellaneous work of unit-III

STUDENT SUPPORT UNIT-IV

1.	Ms. Suman Gagenja Section Officer SSU-4	<ul style="list-style-type: none"> Supervision of Student Support Unit-IV section
2.	Ms. Indu Rawat Senior Assistant	<ul style="list-style-type: none"> B.A. (Prog.) Series 60001-64000 (All basic dealing related work to Admission/Examination) Diary & Dispatch/Records
3.	Ms Simmi Assistant	<ul style="list-style-type: none"> B.A. (Prog.) Series 56001-60000 (All basic dealing related work to Admission/Examination) Diary & Dispatch/Records
4.	Mr. Harjeet Chauhan Assistant	<ul style="list-style-type: none"> B.A. (Prog.) Series 48001-52000 (All basic dealing related work to Admission/Examination) Diary & Dispatch/Records
5.	Mr. Gaurav Dutt Sharma Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> B.A. (Prog.) Series 52001-56000 (All basic dealing related work to Admission/Examination) Diary & Dispatch/Records
6.	Mr. Dharamvir Daftry	<ul style="list-style-type: none"> MTS/ Diary & Dispatch's related all Outdoor work,
7.	Mr. Nafees Ahmed L.A. (Ad-hoc)	<ul style="list-style-type: none"> Supporting of dealing persons All the Diary/Dispatch, basic section related dealing, inquiry/reply on telephone, etc.
8.	Mr. Mukesh Goswami L.A. (Ad-hoc)	<ul style="list-style-type: none"> Supporting of dealing persons All the Diary/Dispatch, basic section related dealing, responding on telephone, etc.

STUDENT SUPPORT UNIT-V

1.	Mr. Prem Raj Section Officer (SSU-5) Addl. charge of AR, Unit-5-8.	<ul style="list-style-type: none"> Addition charge of A.R. Unit-5-8) Supervision of Unit-V
2.	Mr. Virender Singh Assistant (Addition	<ul style="list-style-type: none"> Dealing of Admission & Examination of B. A. (Prog.) Course in all

	charge of Sr. Assistant	respects(SOL Roll No. 64001& Onwards) Charge of Enquiry in addition to the foregoing dealing.
3.	Ms. Shaloo Assistant	• Dealing of Admission & Examination of B.A. (Hons.) Political Science in all respects (SOL Roll No 8001 & onwards).
4.	Assistant	• Dealing of Admission & Examination of B. A. (Hons.) Political Science in all respects (SOL Roll No 01 to 4000).
5.	Mr. Jitender Kumar Verma, Jr. Assistant	• Dealing of Admission & Examination of B. A. (Hons.) Political Science in all respects (SOL Roll No 4001 to 8000).
6.	Ms. Shobha Library Attendant (Ad-hoc)	• Dealing the students at the window, Diary & Despatch and to assist the Dealing Assistants.
7.	Mr. Kunwar Pal Daftry	• All kind of works related to Class IV.
8.	Mr. Arun Office Attendant	• All kind of works related to Class IV.

STUDENT SUPPORT UNIT-VI

1.	Mr. Ravinder Kumar, Section Officer (SSU-6)	• Supervision of Student Support Unit-VI section
2.	Ms. Geeta Garg Assistant	• Dealt with B.Com (H) Part 1, 2, 3 Admission & Examination from SOL Roll No. 000001 to 004000
3.	Ms. Sangeeta Assistant	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 000001 to 004000
4.	Ms. Anju Saini Assistant	• Dealt with B.Com (H) Part 1, 2, 3 Admission & Examination from SOL Roll No. 004001 to onwards
5.	Ms. Babita Goswami Jr. Assistant	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 004001 to 008000
6.	Mr. Sandeep Gupta L.A. (Ad-hoc)	• Enquiry on Window for B.Com (H) & B.Com (P) • Receiving calls on Telephone
7.	Ms. Poonam Sharma L.A. (Ad-hoc)	• Enquiry on Window for B.Com (H) & B.Com (P) • Receiving calls on Telephone
8.	Mr. Om Prakash Sorter	• Sorting and Dispatching of B.Com (P) and B.Com (H)
9.	Mr. Naveen O.A. (Ad-hoc)	• Dak delivery to SOL sections and Delhi University

STUDENT SUPPORT UNIT-VII

1.	Ms. Meena Kumari S.O. SSU-7 (Addl. charge of E&C, Degree)	• Holding additional charge of AR, Degree, Enrolment & Records. • Supervision of Student Support Unit-VII section
2.	Mr. Satya Pal Senior Assistant	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 020001 to onwards • RTI
2.	Mr. Khaliq Ahmed Assistant	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 008001 to 012000
3.	Ms. Usha Malhotra Assistant	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 012001 to 016000
4.	Ms. Kavita Choudhary Jr. Assistant (Ad-hoc)	• Dealt with B.Com (P) Part 1, 2, 3 Admission & Examination from SOL Roll No. 016001 to 020000
5.	Mr. Ashok Kumar O.A. (Ad-hoc)	• To help at counter and dispatch work of Users send the dak outside sections and University and find out old results, records, also attend the phone calls etc.
6.	Mr. Satish Goswami L.A. (Ad-hoc)	• To help at counter and dispatch work of Users send the dak outside sections and University and find out old results, records, also attend the phone calls etc
7.	Ms. Pushpa Negi L.A. (Ad-hoc)	• To help at counter and dispatch work of Users send the dak outside sections and University and find out old results, records, also attend the phone calls etc

STUDENT SUPPORT UNIT-VIII

1.	Mr. Gajender Kumar Sharma, Senior Assistant (addl.charge of SO, SSU-8)	<ul style="list-style-type: none"> • Holding additional charge of S.O. SSU-8. • To supervise all the functions of admission, examinations and to maintain the administrative responsibilities. • To assist all dealing assistant in PG & UG dealings • To deal all PG Entrance • To deal all RTI & noting and drafting
2.	Mr. Suraj Kumar Senior Assistant	<ul style="list-style-type: none"> • To deal all functions of admission & examination of M.A. (History & Political Science) Post Graduate Courses. • To supervise the section in the absence of the Section Officer.
3.	Ms. Reena Assistant	<ul style="list-style-type: none"> • To deal all functions of admission & examination of M. Com. Post Graduate Course as well as routine work concerned.
4.	Mr. Jay Bahadur Singh Assistant	<ul style="list-style-type: none"> • To deal all functions of admission & examination of M.A. (Hindi & Sanskrit) Post Graduate Courses as well as routine work concerned
5.	Mr. Harish Singh Rawat Jr. Assistant	<ul style="list-style-type: none"> • To deal all functions of admission & examination of B.A. (English) Hons. Under Graduate Course as well as routine work concerned.
6.	Mr. Atul Kapoor L.A. (Ad-hoc)	<ul style="list-style-type: none"> • To assist in B.A.(English) Hons. and Post Graduate Courses dealings.
7.	Ms. Priyanka Nigam L.A. (Ad-hoc)	<ul style="list-style-type: none"> • To deal despatch, to pick up the phone for enquiry, to assist in M.Com. PG course

ENROLMENT & RECORD SECTION

1.	Ms. Anita Sr. Assistant (Addl.charge of SO, E&C)	<ul style="list-style-type: none"> • Holding additional charge of S.O. Enrolment & Records. • Supervision, Distribute the work among the staff management and co-ordination of work, • Ensuring proper maintenance of student record and enrolment • to enter the fees of all UG and PG courses in fees structure in computer • verification of all scholarship as e-district , financial assistance , national scholarship and other scholarship and NCC forms • Prepare note to obtain the approval from higher authority court cases & RTI. • Verification of migration, enrolment forms also
2.	Mrs. Nirmala Sr. Assistant	<ul style="list-style-type: none"> • To enter the admission and exam fees of all B.Com, B.Com(Hons), B.A(H) PS, English and all PG Courses • Dealing of Scholarship of BA(H),B.Com, B.Com(H) • Refund of fees, Admission fees, Lib fees, excess fees • Reader fees to Visually Impaired student • Financial Assistance cases of B.Com, B.Com(H) and PG programmes • Dealing of UDF • Diary and Dispatch related to dealing
3.	Mr. Kali Charan Assistant	<ul style="list-style-type: none"> • Verification of record old & new of all course • Maintenance of student record • Court cases and RTI related to student record
4.	Mr. Harish Bhandari Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> • To deal with all U.G & PG. courses migration and enrolment to prepare note obtain approval from higher authority • Maintenance of Enrolment record to allot enrolment number • Dairy and Dispatch related to dealing
5.	Mrs. Krishna Kanta Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> • To enter the admission and exam fees of all BA Programme • Dealing of Scholarship of B.A Programme as Financial/Tuition fee E-District and National Scholarship • Refund of fees , Admission fees, Lib fees, excess fees • Reader fees to Blind student • Finance Assistant cases of B.A(Programme) • Dealing of UDF • Verification of NCC Forms and other Institution Scholarship • Dairy and Dispatch related to dealing
6.	Mr. Pradeep Kr. Saxena Sorter	<ul style="list-style-type: none"> • To help in migration dealing to maintain enrolment • Records scrutinize/ arrange the enrolment register/volume.

7.	Mr. Anil Kumar MTS	<ul style="list-style-type: none"> • Maintenance and arrange of student Record • Dak work of record section • Telephone enquiry in record • Finding of student record
8	Mrs. Pushpa Tete O.A.	<ul style="list-style-type: none"> • To assist in dealing of fees refund cases • To deliver the dak and dairy • Receiving the phone calls • Making of fees refund folders and arrange them
9	Mr. Yogesh O. A. (Ad-hoc)	<ul style="list-style-type: none"> • To assist in migration and enrolment dealing • To deliver the dak and other section work • Making of fees refund folders and arrange them
10.	Mr. Raj Singh MTS (Ad-hoc)	<ul style="list-style-type: none"> • Maintenance and arrange of student Record • Dak of record section, Telephone enquiry in record, Finding of student record

DEGREE & DIARY DISPATCH SECTION

1.	Mr. Jitender Kumar Section Officer	<ul style="list-style-type: none"> • Supervision of Degree, Diary & Dispatch Section
2.	Mr. Aslam Khan Assistant	<ul style="list-style-type: none"> • Dealing of the Degrees of all the students of B.Com & M.Com (1973 onwards)
3.	Ms. Lalita Pandey Assistant	<ul style="list-style-type: none"> • Dealing of the Degree of the students of B.Com (H), B.A. (H)PS and all M.A. Courses
4.	Mr. Kamal Kishore	<ul style="list-style-type: none"> • Dealing of Degree and Diary work.
4.	Mr. Kailash Kumar Jr. Assistant	<ul style="list-style-type: none"> • All diary & dispatch work of all the sections, sending dak to students to South Study Centre sending degree by Post individually
5.	Mr. Ramphal Sorter	<ul style="list-style-type: none"> • Sorting work of Degree & Degree Proformas and assist in sending degree by post
6.	Mr. Ashok Giri Daftry	<ul style="list-style-type: none"> • Assist to sorter & distribution of Dak (Indoor & Outdoor) and assist in sending degree by post.
7.	Mr. Anil Kumar O.A.	<ul style="list-style-type: none"> • Sending dak by post in the post office and sending Dak to University of Delhi examination branch for release of degree
8.	Mr. Vikas Sharma L.A. (Ad-hoc)	<ul style="list-style-type: none"> • Attend phone calls of the students, assist to Mr. Kailash in Diary & Dispatch work and sending Degree by post.

MAILING Section I & II

1.	Sh.Ravi Kumar Sr.Assistant	<ul style="list-style-type: none"> • Supervision of All works of Mailing I & II
2.	- Jr. Assistant	<ul style="list-style-type: none"> • Entry in module to distribute the Study Material & assist to Prod. Supdt.
3.	Mr. Narender Kumar Sorter	<ul style="list-style-type: none"> • Preparation & Distribution of Study Material BA Sem-I & BA (Prog.) 3rd Year
4.	Mr. Hari Singh Sorter	<ul style="list-style-type: none"> • Preparation & Distribution of Study Material BA (H) Pol. Sci & Eng I & III Year, M.A. (HN & SK) Seme I
5.	Mr. Darshan Singh Sorter	<ul style="list-style-type: none"> • Preparation & Distribution of Study Material BA (Prog.) Sem-I & BA (Prog.) III Year
6.	Mr. Prashant Rana Daftry	<ul style="list-style-type: none"> • Preparation & Distribution of Study Material BA (Prog.) Sem-I & BA (Prog.) III Year
7.	Mr. Manoj Kumar Kushwaha, Daftry	<ul style="list-style-type: none"> • Preparation of Study Material BA (H) Pol. Sci & Eng I & III Year M.A. (H.N & SK) Sem-I
8.	Mr. Prashant Kumar Singh, O.A.	<ul style="list-style-type: none"> • Preparation of Study Material BA (Prog.) I year & III Year
9	Mr. Antoni Indwar O.A.	<ul style="list-style-type: none"> • Distribution of Study Material BA (Prog.) I year
10.	Mr. Ram Gopal Un-skilled Labour	<ul style="list-style-type: none"> • Prepare the set & carry the trolley from store to section
11.	Mr. Raj Singh Un-skilled Labour	<ul style="list-style-type: none"> • Preparation of Study Material BA (H) Pol.Sci & Eng I & III year M.A. (HN & SK) Sem-I
12.	Mr. Jai Bhagwan MTS	<ul style="list-style-type: none"> • Prepare the set & carry the trolley from store to section

13.	Mr. Raj Kumar Pandey Un-skilled Labour	<ul style="list-style-type: none"> Prepare the set & carry the trolley form store to section
14.	Mr. Vikram Singh	<ul style="list-style-type: none"> Preparation & Distribution of Study Material B.Com (H) Sem-I Year, B.Com (H) III year & B.Com III Year
15.	Sh. Sudesh	<ul style="list-style-type: none"> Preparation & Distribution of Study Material B.Com (H) Sem-I Year, B.Com (H) III year & B.Com III Year

ACADEMIC COUNSELLING SECTION

1.	Mr. Umesh Chander Section Officer	<ul style="list-style-type: none"> All supervision work of the section Checking of all PCP bills teaching and Non-teaching different 42 colleges/ PCP study centre Checking of on-line classes schedule on team app. and all PCP work of Section and Supervision
2.	Mr. Ravi Mehra Senior Assistant	<ul style="list-style-type: none"> Checking of PCP bills teaching and non-teaching different 10 colleges/ PCP study centres Feeding of on-line classes schedule on Team App of Education, History and other subjects of BA (Prog.) I, II, III of scheduled given by the S.O. (PCP)
3.	Mr. Harish Manchanda Assistant	<ul style="list-style-type: none"> Checking of PCP bills teaching and non-teaching different 8 colleges/ PCP study centres Feeding of on-line classes schedule on Team App of Economics, EVS, Maths, Sanskrit subjects of BA (Prog.) & B.Com(P) I, II, III
4.	Mr. Navneet Sharma Assistant	<ul style="list-style-type: none"> Checking of PCP bills of teaching and non-teaching staff of different 8 colleges/ PCP study centres Feeding of on-line classes scheduled on Team App of English, Hindi and other Subjects of BA and BCOM, I,II,IIIrd year PCP Clases Checking and received of Guest Faculty Forms and organize the meeting of PCP allocation code committee and prepared the minutes of PCP Allocation Code Committee and activate the allocation codes of all subjects.
5.	Mr. Hari Singh Rawat Assistant	<ul style="list-style-type: none"> Checking of PCP bills of teaching and non-teaching staff of different 8 colleges/ PCP study centres Feeding of on-line PCP classes schedule on Team App of all U.G. Hons. Courses and P.G. courses.pcp classes.
6.	Mr. Ram Janam Jr. Assistant	<ul style="list-style-type: none"> Checking of PCP bills of teaching and non-teaching staff of different 10 colleges/ PCP study centres Feeding of on-line PCP classes schedule on Team App of all Commerce and Pol. Science subjects.BA/BCOM-I,II and III Diary and Despatch work also All other such jobs as may be assigned from time to time.
7.	Mr. Anil Shah O.A.	<ul style="list-style-type: none"> PCP bills entry in the Register and sent to Account. Section .Dealing of Dak to the various Section. arrange offer letters and all bills teaching and non teaching sign from the Assistant Registrar all MTS work.

PRINTING SECTION

Mr. Sanjay Agarwal Assistant Registrar	<ul style="list-style-type: none"> Overall Incharge of Printing, Mailing & Lesson Store
---	--

1.	Mr. Vijay Bhandari Prod. Superintendent	<ul style="list-style-type: none"> Supervision of functioning of Printing section
2.	Mr. Bhuwan Singh Rawat Senior Proof Reader	<ul style="list-style-type: none"> Proof reading work Tender related work Final checking of Comparative Statement Maintaining Negatives Record Final checking of Bills and Paper Account Statement

		<ul style="list-style-type: none"> • Job work related task • Security and EMD Record • Module related work • Cross checking all calculations of paper required • Looking after CBCS implemented B.Com, B.Com(H) and M.Com Courses
3.	Ms. Adity Yadav Jr. Proof Reader	<ul style="list-style-type: none"> • Proof Reading work • Tender related work • Preparing and checking Comparative Statement • Maintaining (1) Lesson record (2) Estimated Consumption Record (3) Paper issue and Consumption Record • Maintaining CD and Website status of BA(H)Eng, BA(H) Pol. Sci., B.Com., B.Com(H), M.Com • Checking Paper Account Statement • Preparing Press-wise status of books allotted • Calculation work of paper required for each book and total requirement for printing • Lesson Writing Budget and Printing Budget related work • Getting new lessons uploaded on website • Replying students queries on mails related to printing and availability of study material • Attending student queries on intercom • Updating manuscripts for printing • Drafting notes • Looking after CBCS implemented B.A.(H) English and B.A.(H) Pol.Sci. Courses
4.	Ms. Shalini Gupta Jr. Proof Reader	<ul style="list-style-type: none"> • Proof Reading work • Tender related work • Preparing and checking Comparative Statement • Maintaining record of manuscripts received from Department for printing and editing • Allocation letters to Department • Maintaining CD and Website status of BA(Prog), MA(Hindi), MA(Sanskrit), MA(Political Science) and MA(History) • Getting new lessons uploaded on website • Checking Paper Account Statement • Calculation of Paper required for each book • Updating Manuscripts for printing • Module related work • Maintaining status of availability of Study Material in all the formats, ie., conventional, SLM and multimedia • Replying queries of students received on intercom • Drafting notes • Looking after CBCS implemented B.A.(Programme), M.A.(Hindi), M.A.(Sanskrit), M.A.(Pol. Sci), M.A.(History)
5.	Mr. Ganga Saran Copy Holder	<ul style="list-style-type: none"> • Copy Holding and Proof Reading • Replying RTIs and complaints of students • Paper calculation of each book • Checking Paper Account Statement • Updating manuscripts for printing • Replying queries of students received on intercom • Other miscellaneous works •

6	Mr. Kishore Chand Papnai JACT	<ul style="list-style-type: none"> • Preparing sanctions of all books • Job Card records • Receiving bills from Printers • All movement of bills • Despatch related work • Attending official phone calls and students queries • Typing work
7.	Mr. Mahesh O.A. (Ad-hoc)	<ul style="list-style-type: none"> • All miscellaneous such as photocopying, taking printouts etc • Making arrangements for meetings etc • Replying queries of students received on intercom
8.	Sh. Pankaj DTP Operator	<ul style="list-style-type: none"> • Preparation of lessons in Hindi and English
9.	Sh. Raju DTP Operator	<ul style="list-style-type: none"> • Preparation of lessons in Hindi and English
10	Sh. Satpal Singh	<ul style="list-style-type: none"> • Preparation of lessons in Hindi and English
11	Sh. Virender Kumar Jr.Assitant (Hindi)	<ul style="list-style-type: none"> • clerical support to different departments of SOL

GENERAL BRANCH & STORE

1.	Mr. Vinod Joshi Section Officer (Addl.charge of AR, General)	<ul style="list-style-type: none"> • Holding additional charge of Asstt.Registrar (General) • Supervision works of General Branch • Management and Co-ordination of works • Maintenance of discipline in the Branch • Co-ordination of Purchase Committee, SOL
2.	Mr. Shashi Kumar Sharma, Assistant	<ul style="list-style-type: none"> • All Major Purchases
3.	Mr. Chander Mohan Assisant	<ul style="list-style-type: none"> • All misc. Purchases
4.	Mrs. Khazan Senior Assistant	<ul style="list-style-type: none"> • Store Work
5.	Mr. Brijes Upadhyay Junior Assistant	<ul style="list-style-type: none"> • Entry of issuing slips (In computer as well as manually) • To assist Store Keeper in maintaining store records. • To assist other Dealing hands in General Section as & when required
6.	Mr. Ajay Kumar Sorter	<ul style="list-style-type: none"> • To issue and arrange the articles in the store of SOL and to assist Store-Keeper as and when required
7.	Sahil Parcha MTS	<ul style="list-style-type: none"> • Distribution of items to Officials, SOL • All Any other work assigned by the Section officer
8	Mr. N. Samal, O.A. (Ad-hoc)	<ul style="list-style-type: none"> • Supporting general section
9	Mr. Naveen Tanwar, O.A. (Ad-hoc)	<ul style="list-style-type: none"> • Support to general section staff
10	Mr. Rakesh, Un- skilled Labour, (Ad- hoc)	<ul style="list-style-type: none"> • Diary, Dispatch and distribution of the office letter • All any other work assigned by the Section Officer

GENERAL BRANCH – I

1.	Sh. Pradeep Bajpayee Section Officer, General Branch – II	<ul style="list-style-type: none"> • Supervision work of Maintenance, Repairing, Replacing, AMC and Staff Quarters, South Study Center. • All Local Purchase • Management and Co-ordination in General Branch – II • Bills of Security, Sanitation, Canteen and Photostates
2.	Sh. Vinod Bhandari Senior Assistant	<ul style="list-style-type: none"> • Major Repairing and replacing works, Waters and Electrical Works and AC Works

3.	Mrs. Meena Assistant	<ul style="list-style-type: none"> All AMC Works i.e. Computers, Laptop, Printers, Photostate machines, Billing works, Licences and others recovery works from Bank, Photostate Machine
4.	Sh. Pradeep Bachcheti Assistant	<ul style="list-style-type: none"> Security, Sanitation, Repairing and replacement of furniture and equipments i.e. Chairs, Almirah, allotment of staff quarters and maintenance, Stamps, Sign Board etc
5.	Mrs. Neelam Goyal	<ul style="list-style-type: none"> Low level maintenance and repairing work i.e. windowpane, garden maintenance, Planting

ASSISTANT REGISTRAR (PRINCIPAL OFFICE / PCP)

	Dr. O. P. Sharma Asstt. Registrar	<ul style="list-style-type: none"> Overall Incharge of the Principal Office and PCP sections, SOL. To Assist the Officiating Principal in day to day administrative related issues. To Co-ordinate with the Director/Chairperson-COL/GB-SOL. To Co-ordinate with University of Delhi in other related issues of School of Open Learning with the Delhi University. Member in Admissions and Examinations Committees in DU.
1.	Mr. Satya Prakash Library Attendant (Ad-hoc)	<ul style="list-style-type: none"> All work of Office of the Public Information Officer like online RTI, Offline RTI, Reply of RTI, online disposeoff the RTI on module, maintain the old records of RTI, Appeal records, CIC Records etc. Maintain the First Appellate Authority module of Appeal under RTI Act Grievance records, if any In addition to work with office of the Assistant Registrar (Principal Office)/PCP and Room No.5
2.	Mr. Munesh Sharma, Library Attendant (Ad-hoc) Room No.4 / Room No.5	<ul style="list-style-type: none"> Work under office of the Public Information Officer Work under office of the Assistant Registrar (Principal Office / PCP) Room No. 5

LIBRARY, SOL

1.	Mr. Chander Mohan Singh, Professional Assistant & (Incharge, Library, SOL)	<ul style="list-style-type: none">• Supervising/controlling/monitoring the activities of the library as Incharge and coordinating at all levels within the library.• Performing under the overall supervision of the Joint Registrar - SOL.• Correspondence and supervising all administrative and financial jobs, preparing budget proposals, and agenda notes for library committee meetings etc.• Signing of Contingent Bills (Library Book Purchase)• Membership work of different categories of students.• Forwarding the leave applications of staff to establishment section.• Arrangement of duties and attending the holiday, Saturday and Sunday (PCP) duties as and when required• Signing of No Dues/Clearance Certificates.• Maintenance of Legal Documents and Registration Counter.
----	--	--

LIBRARY OFFICE

1.	Mr. Ashok Kumar Library Assistant	<ul style="list-style-type: none">• Registration of vendors (Book Purchase).• Contingent Bill preparation for payment and certifying the Bills.• Maintenance of Bill and Expenditure Register (Book Budget/Purchase).• Transfer of books and other document for technical processing to different Acquisition Unit.• Dairy and Despatch work.• All other such jobs as may be assigned from time to time.
2.	Mr. Mohd. Furquan Qureshi Library Attendant	<ul style="list-style-type: none">• Maintenance and arrangement of book stacks.• Entry of Budget records in Libsys software.• Receiving of Bill from Suppliers• Sending of Bills to different sections/units• Typing of Note sheets / Letters/Purchase orders etc.• Dusting and Shelving of books• All other such jobs as may be assigned from time to time

REGISTRATION/RENEWAL SECTION

1.	Mr. Mohit Sabharwal Library Attendant	<ul style="list-style-type: none">• Registration and renewal of students of different courses• Dues verification• Dusting and shelving of books• Maintenance and arrangement of book stacks• All other such jobs as may be assigned from time to time
2.	Ms. Sanju Library Attendant	<ul style="list-style-type: none">• Registration and renewal of students of different courses• Dues verification, Dusting and shelving of books• Maintenance and arrangement of book stacks• All other such jobs as may be assigned from time to time

MAINTENANCE SECTION (WEEDING OUT OF BOOKS)

1.	Mrs. Kusum Rani Semi Prof. Assistant	<ul style="list-style-type: none">• Checking of list for Weeding Out / Unserviceable book• Prices verified from Accession Registers.• Updating record of Weeded Out Book in Accession Registers• Mentioning receipts details of cost of the books received from users• All other such jobs as may be assigned from time to time
2.	Mr. Nitin Mathur Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of Books• Preparation of list for Weeding Out of Unserviceable books and tie the bundles under the supervision of Section Incharge• Keep the bundles to designated place• All other such jobs as may be assigned from time to time
3.	Mrs. Asha Rani Yadav Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of Books• Preparation of list for Weeding Out of Unserviceable books and tie the bundles under the supervision of Section Incharge.• Keep the bundles to designated place• All other such jobs as may be assigned from time to time

UNDER GRADUATE SECTION (CLOSE ACCESS SYSTEM)

1.	Mrs. Neelam Dabas	<ul style="list-style-type: none">• Issue of books to B.A. Programme students• Dusting and Shelving of books• All other such jobs as may be assigned form time to time
2.	Mr. Jitender Kumar Singh, Library Attendant	<ul style="list-style-type: none">• Return of books to B.A. programme students.• Dusting and Shelving of books• All other such jobs as may be assigned form time to time
3.	Mr. Kailash Chander Singh Rawat, Library Attendant	<ul style="list-style-type: none">• Issue & Return of Book from B.Com students• Dusting and Shelving of books• All other such jobs as may be assigned from time to time

HONS. CIRCULATION (OPEN ACCESS SYSTEM)

1.	Mrs. Anjana Professional Assistant	<ul style="list-style-type: none">• To perform under the overall supervision of library In-charge and assisting them in routine work• Classification of books for all Hons. Courses• Help and support to circulation staff• Supervision of reading room• All other such jobs as may be assigned from time to time.
2.	Mr. Chandan Singh Dangwal, Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of books• Issue and return of books in Libsys software• All other such jobs as may be assigned from time to time
3.	Mr. Jasvinder Singh Sokhi, Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of books• Issue and return of books in Libsys software• All other such jobs as may be assigned form time to time

POST GRADUATE CIRCULATION (OPEN ACCESS SYSTEM)

1.	Mrs. Nirmla Devi Professional Assistant	<ul style="list-style-type: none">• To perform under the overall supervision of library In-charge and assisting them in routine work• Classification of books for all Hons. Courses• Help and support to circulation staff• Supervision of reading room• All other such jobs as may be assigned from time to time.
2.	Mr. Devinder Parkash Semi Prof. Assistant	<ul style="list-style-type: none">• Verification of dues• Help and support to circulation staff• Issuing of reminders to the students for overdue books• Collection of overdue charge from students• All other such jobs as may be assigned from time to time
3.	Mrs Sudesh Khara, Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of books• Issue / return of books• Processing of books• All other such jobs as may be assigned from time to time

READING ROOM

1.	Mrs. Gayatri Sarin Semi Prof. Assistant	<ul style="list-style-type: none">• Issue old question papers to students for photocopy• Attending reading room students• Maintaining record of old question papers for students• All other such jobs as may be assigned form time to time
2.	Mr. Sanjay Sharma Library Attendant	<ul style="list-style-type: none">• Dusting and Shelving of books• Arranging books on stack• All other such jobs as may be assigned form time to time
3.	Mrs. Dharma Safai Karamchari	<ul style="list-style-type: none">• Sweeping and flooring in Hons. and Post Graduation Section• Sweeping and flooring of Stairs (Spiral) from Post Graduation to Ground Floor• All other such jobs as may be assigned from time to time

**ACQUISITION SECTION
STUDENT UNIT & TEACHER UNIT**

1.	Mr. Raj Kishore Tiwari Prof. Assistant	<ul style="list-style-type: none"> To perform under the overall supervision of library In-charge and assisting them in routine work Verification of bibliographical details of books and other document before processing the same Certifying the book purchase bills Classification of books All other such jobs as may be assigned from time to time
2.	Mrs. Kusum Goel Semi Prof. Assistant	<ul style="list-style-type: none"> Accessioning of books of students unit Arrange of accessioned bills of Student Unit Completion of Annual records for audit Sending of books to South Study Centre Checking of duplication of books as when required and other jobs assigned from time to time
3.	Mr. Dinesh Kumar Yadav, Library Attendant	<ul style="list-style-type: none"> Generation and pasting of Bar code labels & lamination stickers on each and every book. Checking of physical condition of books Distribution of books after completion to different sections of library (PG, UG & Hons) Physical checking of books received from supplier Dusting and Shelving of books All other such jobs as may be assigned from time to time
4.	Mr. Vikas Dhankar Farash (Ad-hoc)	<ul style="list-style-type: none"> Dusting and sanitization of tables and chairs of reading room and teacher unit Helping in labeling, pasting and stamping of new arrivals in students unit All other such jobs as may be assigned form time to time

TEACHER UNIT (CIRCULATION COUNTER)

1.	Mrs. Neelam Chauhan Semi Prof. Asstt.	<ul style="list-style-type: none"> Accessioning of books of Teachers Unit Arrangement of Accessioned bills of Teachers Unit Completion of Annual Record for Audit All other such jobs as may be assigned from time to time
2.	Mrs. Vijay Laxmi Semi Prof. Assistant	<ul style="list-style-type: none"> Data entry of Teachers Unit books in Libsys Software All other such jobs as may be assigned from time to time
3.	Mrs. Geeta Sahai Library Attendant	<ul style="list-style-type: none"> Checking of Physical condition of books Labeling, pasting and stamping of books Dusting and Shelving of books All other such jobs as may be assigned form time to time
4.	Mr. Mahesh Safai Karamchari	<ul style="list-style-type: none"> Sweeping and flooring in Hons. and Post Graduation Section Sweeping and flooring of Stairs (Non-Spiral) from Teacher Unit to Ground Floor All other such jobs as may be assigned form time to time

PERIODICAL & REFERENCE SECTION – TEACHER UNIT

1.	Mrs. Preeti Sharma Prof. Assistant	<ul style="list-style-type: none"> To perform under the overall supervision of library In-charge and assisting them in routine work Soliciting suggestion for renewal and inviting / receiving for subscription of periodicals and their processing, completing and verification of bibliographical details before place order for subscriptions of periodicals All other such jobs as may be assigned from time to time
2.	Mr. Jitendra Kumar Varun, Library Attendant	<ul style="list-style-type: none"> Entry of Magazines and Journals Arrangement of entire periodicals Dusting Sheiving of periodicals and journals Sending of reminders to vendors for non receiving of periodicals All other such jobs as may be assigned from time to time
3.	Mrs. Mumtaz Rehman Library Attendant	<ul style="list-style-type: none"> Entry of Newspapers, Cutting and Pasting of news clips

		<ul style="list-style-type: none"> • Binding of Journals subjects wise and News papers (Monthly) • Maintain binding material • Dusting and Shelving of Books • Arrangement of Reference Book • All other such jobs as may be assigned from time to time
--	--	--

COMPUTER LAB & EQUAL OPPORTUNITY CELL

1.	Mr. Prakash Chand Library Assistant	<ul style="list-style-type: none"> • Maintaining, Monitoring Troubleshooting of LMS (LIBSYS) • Coordination and communication with ICT, SOL technical support team / Libsys Ltd. / Library officials / South Study Centre Library • To support all Digital Library Services • EOC enabling unit for (Visually Impaired) students take care and support services • All other such jobs as may be assigned from time to time
----	--	---

BOOK BANK

1.	Mrs. Madhu Jain Semi Prof. Assistant	<ul style="list-style-type: none"> • Accessioning of books of Book Bank • Arrangement of Bills of BB • Completion of Annual Records for Audit • Help and Support to Circulation staff • Issuing of Reminders to students for over due books • Sending of books to South Study Centre • All other such jobs as may be assigned from time to time
2.	Mr. Parmod Kumar Library Attendant	<ul style="list-style-type: none"> • Issue and return of books to Post Graduate and Hons. Courses • Preparation of due list • To help the users for searching the books • Dusting and Shelving of books • All other such jobs as may be assigned from time to time
3.	Mrs. Promila Gupta Library Attendant	<ul style="list-style-type: none"> • Issue and return of books to Post Graduate and Hons. Courses • To help the users for searching the books • Dusting and Shelving of books • All other such jobs as may be assigned from time to time
4.	Mrs. Chander Mani Library Attendant (Ad-hoc)	<ul style="list-style-type: none"> • Issue and return of books to Post Graduate and Hons. Courses • To help the users for searching the books • Dusting and Shelving of books • All other such jobs as may be assigned from time to time
5.	Mrs. Omwati Library Attendant (Ad-hoc)	<ul style="list-style-type: none"> • Issue and return of books to Post Graduate and Hons. Courses • To help the users for searching the books • Dusting and Shelving of books • All other such jobs as may be assigned from time to time

HELP DESK / CHECK POST

1.	Mr. Jagan Singh Farash (Ad-hoc)	<ul style="list-style-type: none"> • Dusting and sanitization of tables and chairs of Hons. Counter and Post Graduation section • Helping in checking of eligibility of Students Book Bank Facility • Helping in checking Outgoing / Issued Books • All other such jobs as may be assigned from time to time
----	------------------------------------	--

COMPUTER SECTION

1	Ms. Madhvi Jr. Programmer	<ul style="list-style-type: none"> • Additional charge of Senior Programmer, SOL • Overall supervision of Examination, PCP & other Modules
2.	Mr. Sanjay Gupta Jr. Programmer	<ul style="list-style-type: none"> • Overall supervision of Admission & Accounts Module
3.	Mr. Praveen Kr. Goel, Console Operator	<ul style="list-style-type: none"> • Overall co-ordination and Nodal person for admission and examination (North)
4.	Ms. Lalita Gupta, Word Processor Applicator	<ul style="list-style-type: none"> • Answering different problems/queries raised by students regarding fee payment, admission registration, Examination registration, OBE etc. • Nodal person to be contacted for Establishment, mailing and Printing.
5.	Dr. Durga Singh Rawat, Word Processor Applicator	<ul style="list-style-type: none"> • Answering different problems/queries raised by students regarding fee payment, admission registration, Examination registration, OBE etc. • Nodal person to be contacted for Cash Degree and payroll. • Composing of study material or other such work.
6.	Mr. Rahul Bhardwaj, Word Processor Applicator	<ul style="list-style-type: none"> • Answering different problems/queries raised by students regarding fee payment, admission registration, Examination registration, OBE etc. • Nodal person to be contacted for PCP, E&C and Enrolment. • Composing of study material or other such work.
7.	Mrs. Neeta Narang, Technical Assistant South Study Centre	<ul style="list-style-type: none"> • Answering different problems/queries raised by students regarding fee payment, admission registration, Examination registration, OBE etc. • Nodal person for South Study Center (Admission Examination, Cash, Mailing& Library)
8.	Mr. Vijay Singh, Technical Assistant	<ul style="list-style-type: none"> • Support various activities where direct access to database is required. • Answering different queries required by different users..
9.	Mr. Manish Kr Singh, Programmer (Contractual)	<ul style="list-style-type: none"> • Maintaining ERP, • Online registration etc.
10.	Mr. Ravi Ranjan, Programmer, (Contractual)	<ul style="list-style-type: none"> • Maintaining Website. • Developing new PHP application.
11.	Mr. Dhiraj Minocha, Programmer, (Contractual)	<ul style="list-style-type: none"> • Developing new application in PHP. • Maintaining existing applications such as ABE, SGPRMS etc.
12.	Ms. Kanchan Rustagi, Technical Assistant (Contractual)	<ul style="list-style-type: none"> • Graphic designing, • Answering different queries raised by students • Help in designing, formatting and uploading of online material
13.	Mr. Mohit Khanna, Networking Administrator (Contractual)	<ul style="list-style-type: none"> • Overall In-charge of Maintenance of IT infrastructure, Cloud operations
14.	Mr. Anand Rawat, Technician (Contractual)	<ul style="list-style-type: none"> • Help in Maintenance of IT infrastructure
15.	Mr. Vishal Singh Senior Technical Assistant (Contractual)	<ul style="list-style-type: none"> • Assist to Mr. Ravi and Dhiraj on PHP program
16.	Mr. Nikhil Verma Senior Technical Assistant (Contractual)	<ul style="list-style-type: none"> • Assist to Mr. Manish Kumar Singh on .net programming
17.	Mr. Rahul Ray, Technician (Contractual)	<ul style="list-style-type: none"> • Help in maintenance of Network and other hardware at South Study Centre.
18.	Mr. Parveen Kumar, Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> • Assist IT staff in various day to day activities • Student's query regarding payment and other things.
19.	Ms. Bhavna Kharab, Lab Attendant South Study Centre	<ul style="list-style-type: none"> • Answering different problems/queries raised by students regarding fee payment, admission registration, Examination registration, OBE, ABE etc •

20.	Mr. Mohit Thakur Technician (Contractual)	<ul style="list-style-type: none"> • Help in Maintenance of IT infrastructure.
-----	---	---

COMPUTER LAB

1.	Mr. Verinder Kumar Technical Assistant	<ul style="list-style-type: none"> • Project work of B.Com (Hons.) Year • Coordination with the Faculty for PCP classes of PG and UG courses • Look after the arrangements of Workshops / Seminars (Online / Offline) conduct by the Department • Certificate to the students (Online / Offline)
2.	Mr. Ashok Kumar Cleaner	<ul style="list-style-type: none"> • Cleaning of computers • Distribution of Dak to various departments • Photocopy work
3.	Mr. Karan Chopra Stenographer (Contractual)	<ul style="list-style-type: none"> • Shorthand writing • Typing of letters • Minutes of the meetings held in the Department • Other misc. work assigned by the TIC, Dept. of Commerce, SOL

ENQUIRY CELL, SOL

1.	Mr. Virender Singh Assistant (Incharge- Enquiry)	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses
2.	Mr. Dhanpat Singh (L.A.) (Ad-hoc)	<ul style="list-style-type: none"> • To operate and maintain the EPBAX system • To attend the query of the students on phone and forwarded the students to the concerned section. • To solve the telephonic/intercom problems received by the various sections/ unit, if the same is not working properly. • To inform the authority by new queries raised by the students as routine works.
3.	Mr. Devender Giri Daftry	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses
4.	Mr. Naresh Giri Office Attendant	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses
5.	Mr. Manish Kharti Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses
6.	Mr. Subhash Gautam Library Attendant (Ad-hoc)	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses
7.	Mr. Akash Bhardwaj Prog. Coordinator (Contractual)	<ul style="list-style-type: none"> • To deal with the students of various courses at SOL Enquiry Counter and resolve their queries related to their courses

LESSON STORE

1.	Sh. Daya Chand Assistant	<ul style="list-style-type: none"> • Record of Lesson Store
2.	Sh. Mohd. Yusuf Jr. Store Keeper	<ul style="list-style-type: none"> • Record of Lessons of B.A./B.COM./PG
3.	Sh. Kundan Singh Tadiyal, U.L	<ul style="list-style-type: none"> • Record of Lessons of B.A./B.COM./PG

ENTREPRENEURSHIP CELL, SOL

1. **SH. ANURAG MITTAL, CONSULTANT - organizing various activities for SOL students**

SOUTH REGIONAL CENTRE, SOUTH MOTI BAGH

DEPUTY DIRECTOR – PROF. J. KHUNTIA

DY.DIRECTOR OFFICE

1.	Ms. Preeti Assistant	<ul style="list-style-type: none"> To prepare the daily as well as monthly attendance report of each section and forward to Head Office through proper channel. To make necessary arrangement to conduct the meeting in the DD Office as & then require and make necessary noting and drafting and all paperwork related to DD Office. To provide proper information as they guideline from DD Office. To attend all official & students call on the telephone available in the DD Office & provide necessary information. To maintain all the official record of the DD Office and assists seniors. To look after the work of junior in his absence
2.	Mr. Ravi Bhushan Bajaj Library Attendant (Ad-hoc)	<ul style="list-style-type: none"> To pick the daily manual staff attendance register for each section and hand over to Senior for making the daily attendance report. To arrange the refreshment etc. for meeting in DD. Office time to time. To maintain leave record of all officials of South Study Centre and all diary despatch & file work of section. To look after the work of Senior in his absence.
3.	Ms. Sonam Stenographer (Contract)	<ul style="list-style-type: none"> ISBN allocation and steno work in Dy. Director office.

UNIT-I SOUTH STUDY CENTRE

1.	Mr. Suresh Verma Section Officer	<ul style="list-style-type: none"> Supervision and controlling of all B.A. / B.Com. programme students
2.	Mr. Surender Singh Dagar, Sr. Assistant	<ul style="list-style-type: none"> Addition work of B.Com, Part-II in addition to other work
3.	Mr. Amar Singh Asstt.	<ul style="list-style-type: none"> B.Com Part-III
4.	Mr. Satpal Verma Jr. Assistant (Ad-hoc)	<ul style="list-style-type: none"> B.Com, Part-I / Diary and Dispatch
5.	Mr. Madan Jha Daftry	<ul style="list-style-type: none"> All miscellaneous
6.	Mr. Amit Dahiya Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> All miscellaneous
7.	Mr. Dinesh Kumar Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> All miscellaneous

UNIT-II SOUTH STUDY CENTRE

1.	Sh. Mukesh Chand Meena (Add.charge of AR, SSC)	<ul style="list-style-type: none"> Supervision of Unit-II and South Regional Centre.
2.	Mr. Rajesh Goswami Assistant	<ul style="list-style-type: none"> Deal with the all students of B.A. (Prog.) 2nd Years (Boys & Girls) as well as examination work. To Assist the Computer / Dealing with required Any other work which related to the duties & functions assigned to him
3.	Mr. Yogesh Assistant	<ul style="list-style-type: none"> Dealing with the all students of B.A. (Prog.) 2nd Year (Girls) as well as examination work. To assist the computer/ dealing when required. Any other work which related to the duties & functions assigned to him

4.	Assistant	<ul style="list-style-type: none"> Deal with the all students of B.A, (Prog.) 3rd years (Boys) as well as examination work. To assist the computer/ dealing when required. Any other work which related to the duties & functions assigned to him
5.	Mr. Deepak Bawa Jr. Assistant	<ul style="list-style-type: none"> Deal with the all students of B.A. (Prog.) 1st Year (Boys & Girls) as well as examination work. To assist the computer/ dealing when required. Any other work which related to the duties & functions assigned to him
6.	Assistant	<ul style="list-style-type: none"> To complete the all requirements of Mailing Section of Study Material of B.A. (Prog.) I, II, III year form North Campus to South Campus and also maintain the record. Diary and Dispatch work of the Section and keep the proper records of the above accounts. Any other work which related to the duties and functions
7.	Mr. Mahender Verma Daftry	<ul style="list-style-type: none"> To prepare Study Material set of all courses with help of co-staff. Complete the study material /demands of section form North Campus to South Campus. Maintenance of admission & examination records. Any other work which relates to the duties & functions assigned to him time to time
8.	Mr. C. S. Yadav Unskilled Labour	<ul style="list-style-type: none"> Distribute the study material of B.A. (Prog.) 1st year. Any other work which relates to the duties & functions assigned to him time to time
9.	Mr. Vimlesh Tripathi Daftry	<ul style="list-style-type: none"> Distribute the study material of B.A. (Prog.) 1st year. Any other work which relates to the duties & functions assigned to him time to time
10.	Mr. Mor Singh Daftry	<ul style="list-style-type: none"> Distribute the study material of B.A. (Prog.) 1st year. Any other work which relates to the duties & functions assigned to him
11.	Mr. Ashok Mehto Office Attendant	<ul style="list-style-type: none"> Disposal of Internal Dak of the Section. Maintenance of admission & examination records. Any other work which relates to the duties & functions assigned to him time to time

CASH, RECORDS AND ENQUIRY

1.	Mr. Ved Prakash Sr. Assistant	<ul style="list-style-type: none"> To co-ordinate with the staff members for the smooth functioning of the Section. To bank reconciliation of the bank account maintained with SBI, Moti Bagh, Anand Niketan, New Delhi To Collect bank statement from SBI, Moti Bagh & reconciliation of Bank accounts maintained with SBI, Anand Niketan, New Delhi. To deposit the collection amount received from the the students in the bank. To maintain bank remittance register, day book and Main cash book and subsidiary cash book date-wise. In addition to above, to maintain leave record register and to assist in minor purchase from the local market as per requirement of the office. To issue receipts pertaining to change of subjects/change of course/certificate verification in the absence of dealing assistant.
2.	Mr. Sandeep Nigam Assistant	<ul style="list-style-type: none"> To maintain Dak and Diary Register of the Section. To handle Imprest money allotted for SSC. To supervise enquiry office. To Assist in maintaining Day Book, Main Cash book, and deposit collection amount in the Bank, in the absence of seniors. To issue receipts pertaining to change of subjects/change of course/certificate verification. To assist in Mailing Section, during rush period as per office requirement. To check and verify the on line admission forms for particular series as allotted by the officers
3.	Mr. Sanjeev Kumar Assistant	<ul style="list-style-type: none"> To deal with the complete work of D&C Section , i.e. NO dues, Financial Assistance, Fee Concession, Refund of fees and payment of UDF to Delhi

		<p>University, and maintain the proper records of the D&C Section.</p> <ul style="list-style-type: none"> • To maintain all general/repair work. • To maintain/supervise EPBX. • To maintain Diary/ Dak Register and Peon Book (D & C Section). • To assist in the Mailing Section, during rush period as per office requirement. • Writing of day book, remittance register, in the absence of superior staff. • To assist in preparing Income-Abstract Statement. • To maintain stock register of electrical items
4.	Mr. Edward Tete Office Attendant	<ul style="list-style-type: none"> • Assistant Registrar (to deliver indoor & outdoor dak. • To assist in the enquiry office as per requirement
5.	Mr. Mohan Singh Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> • In the Enquiry office to attend and reply the outdoor telephone calls of the students. • To issue Migration/ Degree/ Duplicate Marksheet, etc. form to the respective students as per their requirement. • To provide desired information to the students at the enquiry counters.
6.	Mr. Raj Kumar –II Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> • In the Enquiry office to attend and reply the outdoor telephone calls of the students. • To issue Migration/ Degree/ Duplicate Marksheet, etc. form to the respective students as per their requirement. • To provide desired information to the students at the enquiry counters •
7.	Mr. Laxman Das Office Attendant (Ad-hoc)	<ul style="list-style-type: none"> • In the Enquiry office to attend and reply the outdoor telephone calls of the students. • To issue Migration/ Degree/ Duplicate Marksheet, etc. form to the respective students as per their requirement. • To provide desired information to the students at the enquiry counters

**WEST REGIONAL CENTRE, CAMPUS OF OPEN LEARNING
KESHAVPURAM, DELHI**

PROF. SUDHIR KUMAR SHARMA, DEPUTY DIRECTOR

1	Sh. Vinod Kumar, Sorter	Distribution of lessons to B.Com. programme students of SOL
2.	Sh. Ishwar Chand, OA	Helping in distribution of lessons
3.	Sh. Ajay Pathania Jr.Asstt. (contractual)	Administrative work of office of the DD, WRC
4	Ms. Meena Kandpal Jr.Asstt. (contractual)	Administrative work of OSD, COL and DD, WRC
5	Sh. Ishwar Kumar Lab.Attendant (contractual)	Support in office of the OSD, COL and DD, WRC
6	Sh. Kuldeep Kumar Office Attendant (contractual)	Support in office of the OSD, COL and DD, WRC
7.	Sh. Shyam Sundar Office Attendant (contractual)	Support in office of the OSD, COL and DD, WRC
8.	Sh. Raj Kishor MTS (Mali) daily wage	Maintain horticulture and garden in COL, WRC

**EAST REGIONAL CENTRE, CAMPUS OF OPEN LEARNING
TAHIRPUR, DELHI**

SH. K.B. GUPTA, DEPUTY DIRECTOR

1	Sh. Ram Prasad Consultant (Civil)	Support in construction work of building of East Regional Centre
2.	Sh. R.N. Sharma Jr.Consultant (Electrical)	Support in construction work of building of East Regional Centre