

**PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO  
INFORMATION ACT, 2005**

**SECTION 4(1)(b)(4)**

**DISTRIBUTION OF WORK IN THE ADMINISTRATIVE BRANCH**

The various tasks relating the Administration Branch will be distributed amongst its officials in the following manner:

**1. Sh Ashok Vasistha, HCS (Retd.) OSD**

- i. Establishment Matters( Class I, II, III, & IV)
- ii. Matters pertaining to Executive Committee/Screening Committee
- iii. Sports/Horticulture & Security
- iv. Renovation & Maintenance / construction
- v. All purchase Matters
- vi. Protocol
- vii. Hostel
- viii. Finance
- ix. RTI Appellate Authority

**2. Sh Ashok Vasistha, HCS (Retd.) OSD, Training**

- i. Training
- ii. Liaison Cell
- iii. Extra Curricular & TOT
- iv. Exam Cell
- v. Centre & Projects
- vi. Strategy & Planning
- vii. Special Programmes
- viii. Right to Information Act

**3. Sh. P .C. Walecha, Administrative Officer, Administration**

- i. He shall supervise the entire work of the Administration Branch,
- ii. Allocation of all vehicles for various official duties,
- iii. Ensuring punctuality by administrative staff -maintenance of attendance register,
- iv. Maintenance of a high level of discipline and efficiency amongst the administrative staff &
- v. Any other task duly assigned by the competent authority.
- vi Allotment of Vehicle

**4. Sh. Karambir Singh, Supdt. Administration**

- i. Establishment matter pertaining to Class III,
- ii. Matter pertaining to Bye-laws &
- iii. Any other task duly assigned by the competent authority.

**5. Sh. P.C.Saklani, Assistant. Administration**

- i. Establishment matter pertaining to Class I,
- ii. Matters pertaining to Executive Council -Meeting, Minutes and Action taken on Minutes,
- iii. Any other task duly assigned by the competent authority.

**6. Sh. Dhan Singh, Assistant. Administration**

- i. Establishment matter pertaining to Class IV,
- ii. Any other task duly assigned by the competent authority.

**7. Sh. Maya Ram, Supdt. Training**

- i. He will work in Training Branch

**8. Sh. Ram Mehar, Dy. Supdt. Purchase**

- i. All purchases items,
- ii. Care taker of the Hostel block
- iii. Any other task duly assigned by the competent authority.

**9. Sh. O.P.Sharma, Technical Supervisor**

- (i). Photostating work-verification of payments under the terms of the AMC,
- ii. Preparation of course reading materials and other documents,
- iii. Audio Visual Aids ;purchase of new equipment, its maintenance and its provision the conduct of various training courses,
- iv. Telephones and EPABX system -timely payment of bills, maintenance & proper functioning,
- v. Desktop printing, recording and allied work &
- vi. Any other task duly assigned by the competent authority.

**10. Sh. Amar Singh, J.E(Electrical)**

- i. Proper maintenance and functioning of the Generator sets.
- ii. Maintenance and proper functioning of all electricity points as well as fittings and fixtures,
- iii. Maintenance and proper functioning of all air-conditioners, Cooling-plant and air-coolers,

- iv. Proper maintenance and functioning of all water coolers, refrigerators and allied equipment,
- v. All electrical work pertaining to the Administrative and Teaching Block, Hostel Block, Staff residences/Director's residence,
- vi. Proper maintenance of the HIPA Tube well and regular water supply to all stand points/taps &
- vii. Any other task duly assigned by the competent authority.

**11. Sh. Rajpal, Assistant**

- (i) All maintenance work relating to the Administrative and Teaching Block, Staff residences/Director' residence, other than electrical work,
- ii. Supervision over the Malis being provided by HUDA & HIPA staff,
- iii. Maintenance of lawns and open spaces in the HIPA Complex,
- iv. General cleanliness and upkeep of all class-rooms and offices,
- v. Proper functioning and hygiene in all toilets,
- vi. Supervision of Chowkidars and the Guards provided by the Security Agency,
- vii. Watering of plants, exchange of plants in planters and allied work,
- viii. Civil maintenance relating to white washing, painting, polishing, Pest control and allied work,
- ix. General maintenance and decor of the Administrative and
- x. Any other task duly assigned by the competent authority.

**12. Smt. Sanjana Sharma, Assistant**

- i. She is working in training branch.
- ii. Any other task duly assigned by the competent authority.

**13. Sh. Bhram Dutt, Clerk**

- i. Diary & Despatch &
- ii. Any other task duly assigned by the competent authority.