

**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. Additional Director, Administration

- i. Centre & Projects
- ii. Strategy and Planning
- iii. Finance
- iv. Special programmes
- v. Matters Pertaining to Executive council
- vi. Establishments (Class I and Class II)
- vii. Sports
- viii. Renovation and Interior

2. . Sh Ashok Vasistha, HCS(Retd.) OSD, Administration

- i. Training
- ii. Liaison Cell
- iii. Extra Curricular & TOT
- iv. Construction
- v. Purchase
- vi. Protocol
- vii. Hostel
- viii. Exam Cell
- ix. Establishments matters (Class & IV)

3. Sh. P .C. Walecha, Establishment 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, , Dy. Supdt., Administration

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

5. Sh. Maya Ram, Dy. Supdt., Administration

- i. He will supervise the work of all Assistants,
- ii. Work relating to Posting of Assistants for training courses &
- iii. Any other task duly assigned by the competent authority.

6. 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.

7. 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.

8. 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.

9. 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.

10. Smt. Sanjana Sharma, Assistant

- i. All establishment matters pertaining to Class III
- ii. All establishment matters pertaining to Class IV
- iii. Work relating to movement of all files of administration branch,
- iv. Any other task duly assigned by the competent authority.

11. Sh. Bhram Dutt, Clerk

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