

**MANUAL – 15**

**PARTICULARS OR FACILITIES AVAILABLE TO CITIZEN FOR  
OBTAINING INFORMATION**

**[SECTION – 4 (1) (B) (XV)]**

**Facilities available for obtaining information**

<b>S. No.</b>	<b>Facilities available</b>	<b>Nature of information available</b>	<b>Working Hours</b>
<b>1.</b>	<b>Information Counter</b>	<b>All information pertaining to the students</b>	<b>9:00 A.M. – 5:30 P.M.</b>
<b>2.</b>	<b>Website</b> <a href="http://www.deshbandhucollege.ac.in">www.deshbandhucollege.ac.in</a>	<b>College Profile etc.</b>	<b>24 Hrs.</b>
<b>3.</b>	<b>Library</b>	<b>All information pertaining to the Library</b>	<b>9:00 A.M. – 5:30 P.M.</b>
<b>4.</b>	<b>Notice Board</b>	<b>All information for the benefit of the Students and Staff</b>	<b>9:00 A.M. – 5:30 P.M.</b>

## MANUAL – 16

### DESHBANDHU COLLEGE, KALKAJI, NEW DELHI-110019

#### ORDERS

In pursuance of the provision of Sub-Section (1) and (b) of section 5 of the Right of Information Act, 2005 (22 of 2005) (1) Principal, Deshbandhu College, designated the following Officers as:

(i) **Public Information Officer**

S. No.	Name & Designation	Office Address	E-Mail Address	Contact No.	Jurisdiction	Designation of the link Officer
1	2	3	4	5	6	7
1.	Dr. Shalender Singh Chauhan, PIO	Deshbandhu College, Kalkaji, New Delhi – 110019	<a href="mailto:pio@db.du.ac.in">pio@db.du.ac.in</a>	011-264395656	Deshbandhu College	APIO/ Administrative Officer

1	2	3	4	5	6	7
1.	Sh. Jagmohan Kaushik Administrative Officer	Deshbandhu College	<a href="mailto:pio@db.du.ac.in">pio@db.du.ac.in</a>	26439565	Deshbandhu College	Section Officer (Admin.)
2.	Sh. Pramod Kumar, Section Officer Admin	Deshbandhu College			Deshbandhu College	Section Officer Accounts
3.	Sh. Devender Jain Offg. Section Officer Accounts.	Deshbandhu College			Deshbandhu College	Section Officer Admin

1. The link officer shown in the last column, will function as Public Information Officer/Asstt. Public Information Officer respectively during the absence/non-availability of the designated Public Information Officer/Assistant Public Information Officer.
2. Further, in pursuance of the provision of Sub-Section (1) of section 19 of the said Act, the following officer(s) is/are designated as the First Appellate Authority for Deshbandhu College, Kalkaji, New Delhi-110019

<b>S. No.</b>	<b>Designation</b>	<b>Office Address</b>	<b>E-Mail Address</b>	<b>Contact No.</b>	<b>Jurisdiction</b>	<b>Designation of the link Officer</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>1.</b>	<b>Dr. Rajiv Aggarwal. Principal &amp; First Appellate Authority</b>	<b>Deshbandhu College, Kalkaji, New Delhi-110019</b>		<b>011-264395656</b>	<b>Deshbandhu College, Kalkaji, New Delhi-110019</b>	<b>Public Information Officer (P.I.O)</b>

**The Link officer shown in column 7, will function as First Appellate Authority during the absence / Non-availability of the designated First Appellate Authority.**

**(Dr. Rajiv Aggarwal)  
Principal  
Deshbandhu College  
Kalkaji  
New Delhi-110019**

**Copy to :**

- 1. Section Officers**
- 2. Notice Board**

**MANUAL – 17**

**OTHER INFORMATION AS MAY BE PRESCRIBED**

**[SECTION – 4 (1) (B) (XVII)]**

**All other information as may be prescribed for the dissemination shall be collected, tabulated, compiled and provided in the form of manual from time to time.**

**NIL**