

**Name of the Employee:-Shri Kailash Chand Meena,
Designation: Section Officer**

1. To supervise the section.
2. For Periodical visit in the lands and properties of the University.
3. To conduct the meetings related to the section.
4. Antecedents verification of the bidders.
5. Work assigned by the Assistant Registrar.
6. For periodical visit of the hygiene and cleanliness of the North Campus.

Name of the Employee:- Shri Balraj Singh, Designation: Senior Assistant

1. Listing of applicants for allotment of accommodation on priority basis:-
 - a. Type I : Non-Teaching Employee
 - b. Type II : Non-Teaching Employee
 - c. Type III :Teaching and Non-Teaching Employee
2. Listing of allottees of University accommodation;-
 - a. Type I : Non-Teaching Employee
 - b. Type II : Non-Teaching Employee
 - c. Type III :Teaching and Non-Teaching Employee
3. Listing of vacant University accommodation.
4. Listing of Category-wise Priority list.
5. Preparation of Vacation/Possession/Allotment/Consent/Cancellation/Undertaking/Acceptance letters etc. of Type-I, II, III.
6. Maintaining the Category-wise and area-wise files.
7. Maintaining the medical cases of University accommodation in all types.
8. Dealing RTI, online grievances, Parliamentary question, representations and its related works.
9. Inspection of the sites in reference to health, hygiene, sanitation.
10. Handling of Grievances related to accommodations.
11. Maintaining the Office space Allotment file.
12. Other miscellaneous task assigned by the Assistant Registrar (Estate)/ Section Officer (Estate)
13. Maintaining the SC/ST register of allotment of University accommodation.
14. Maintaining the Office orders of Establishment (Teaching & Non-Teaching), Tenders from Engineering Department as well as of Right to Information Act.

Name of the Employee: - Shri Umesh, Designation: Senior Assistant

1. Processing the Retention cases of the University accommodation.
2. Maintaining the file/records of University Land and Donated Property to the University by the various donors & related works.
3. Tender for outsourcing two cafeteria services at Students' Activity Centre & Mathematical Science Building
4. Tender for Cell Tower at USIC Building, North Campus.
5. Maintaining the file of two cafeteria services.
6. To process the eviction proceeding cases under the Public Premises Act, 1971 to the Estate Officer.
7. Payment of Property Tax to MCD matter.
8. Process and signing the Agreements of Various Commercial Outlets and kiosk in the University Campus, details are given below
 - a. State bank of India
 - b. ICICI Bank
 - c. Kendriya Bhandar
 - d. Post Office and Railway Counter
 - e. Other Kiosk for Co-op Store and Photocopier Kiosk etc.
9. Dealing RTI, online grievances, Parliamentary question, representations, legal cases and its related works.
10. Prepare the report for annual accounts and Audit purposes.

Name of the Employee:- Shri Naresh Kumar, Designation: Assistant

1. Maintaining the Demand and Collection Register of the University accommodations for recovery of the dues.
 - (i) Type-I
 - (ii) Type-II
 - (iii) Type-III to V, TTH, Dhaka Flats
2. After checking and verification of the Demand and Collection Register process the No Dues Certificate on the following cases:-
 - a. Retirement Case
 - b. Resignation Case
 - c. Termination Case
 - d. VRS Case etc.
3. Processing the cases of Full and Final Settlement of the University Accommodation Allottee.
4. Entered the Schedule, received from Finance Branch and various other University and Department, in the Demand and Collection Register of Type-I, II, III.
5. Maintain the Demand and Collection Register for the Commercial Outlet and Kiosk.
6. Maintaining the University Allottee Index Register.
7. Maintaining the Cheque Receiving Register.
8. Work relating to Campus bus ferry service in North Campus
9. Entered the Electricity demand, Received from the Engineering Office, in the Demand and Collection Register.
10. Prepared the bills for License Fees, Electricity Charges and Water Charges regarding the following:-
 - a. Demand bill for Retention permitted allottees.
 - b. Demand Bill for damage charges for unauthorized occupation of University accommodation as per Public Premises Act, 1971.
 - c. Demand bill Various Commercial Outlet and Kiosk
11. Preparing for Arrears on account of Licence fee, Water and Electricity charges for the financial year which are to be recovered from the University allottees
12. Prepare the report for annual accounts and Audit purposes.
15. Maintaining the Leave applications of whole staffs of the Branch.
16. Dealing RTI, online grievances, Parliamentary question, representations. and its related works.

Name of the Employee:- Shri Sooraj Menon, Junior Assistant

1. Updating Listing of applicants for allotment of University accommodations on priority basis:-
 - a. Type-IV
 - b. Type-V
 - c. Teacher's Transit Hostel
2. Updating listing of vacant University accommodations:-
 - a. Type-IV
 - b. Type-V
 - c. Teacher's Transit Hostel
3. Updating lists of Allottees of University accommodations:-
 - a. Type-IV
 - b. Type-V
 - c. Teacher's Transit Hostel
4. Issuing letters of Allotment/Submission of Bond Certificate/Acceptance/Cancellation/Possession/Vacation/Change of accommodation/ of Type-IV, V and Teachers' Transit Hostel.
5. Sending a request for 'Fit for Occupation' Certificate and "Handing/Taking over Flats' to Engineering Department.
6. Preparing note for Salary as well as extension of Contractual staff posted in the Estate Section.
7. Preparing note and issuing stationery items from Central Store.
8. Preparing note for Caretaker of the Conference Centre/Old Vice-Regal Lodge.
9. Outsources Security Services Work:-
 - a. Verification of bills monthly payment.
 - b. Recovery of theft and other cases regarding Security.
 - c. Processing and signing the agreements with the Agencies.
10. Outsources Sanitation Services Work:-
 - a. Verification of monthly bills.
 - b. Process cases of the complaint etc.
 - c. Processing and signing the agreements with the Agencies & other works.
11. Diary and dispatch work of the section.
12. Dealing RTI, online grievances, Parliamentary question, representations. and its related works.
13. Tender for outsourcing new security agencies in the North Campus.
14. Tender for outsourcing new housekeeping and sanitation agencies in the North Campus.

**Name of the Employee:- Smt. Durga Devi, Designation: Junior Assistant
(on Contract Basis)**

1. Maintaining the Demand and Collection Register of the University Accommodations
 - (i) South Delhi Campus
 - (ii) Karol Bagh
 - (iii) University Guest House
2. Entering the Schedule which is received from Finance Branch-I & II and various other Departments of University in the Demand and Collection Register.
3. Entered the Schedule, received from Finance Branch and various other University and Department, in the Demand and Collection Register of Type-IV, V and Teachers' Transit Hostel.
4. Maintaining the Registers for every year:-
 - (i) Allotment/Change of Accommodation
 - (ii) Possession
 - (iii) Vacation
 - (iv) Retention
 - (v) No Dues
 - (vi) Full & Final Settlement recovery
 - (vii) Gratuity
5. Preparation and issuing of the Identity cards to the permanent as well as retired employees of University.
6. Issuing note for excess/recovery for deduction of Licence fee, Water & Electricity charges of University allottees.
7. Processing the cases of Temporary allotment of University accommodation for University Employee for the purposes of his family function i.e. Marriage, Ring Ceremony etc.
8. Processing the cases of Booking of the Community Centre for University Employee for the purposes of his family function i.e. Marriage, Ring Ceremony etc.
9. Issuing the letters of Temporary allotment of University accommodation for University Employees & Community Centre at Reids Line for the purposes of his/her family functions i.e. Marriage, Ring Ceremony etc.
10. Preparing for Arrears on account of Licence fee, Water and Electricity charges for the financial year which are to be recovered from the University allottees and issuing letters to them for recovery of the same.

Name of the Employee: Shri Vikas Bhaskar, Designation:- Junior Assistant

1. Processing the booking of various halls with regard to their booking note and concerned letter i.e. Tentative booking letter, confirmation letter and other letters)
 - (i) Sir Shankar Lal Concert Hall
 - (ii) Academic Research Centre
 - (iii) Conference Centre
 - (iv) Convention Hall
 - (v) Open Space & Room No.22in Art Faculty and other open space
 - (vi) Satyakam Bhawan Building
 - (vii) Polo Ground
2. Processing the cases of eviction proceedings of University flats.
3. Other Misc. work
 - Legal Cases correspondence note sheet and letters
4. Diary and dispatch of the Office of the Assistant Registrar (Estate).
5. Dealing RTI, online grievances, Parliamentary question, representations. and its related works.