



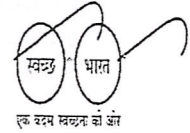
# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)

BAWANA ROAD, DELHI-110042

**(LEGAL BRANCH)**

Email: legal@dtu.ac.in



No. DTU/LLegal/Misc./338/2023/204

Dated: 13.09.2023

## C I R C U L A R

It has been observed that Sections/departments which are custodians of relevant records do not provide detailed para wise comments and reply alongwith readable and reproducible copies of the relevant records for onward communication to DTU Counsels for further filing counter reply, petitions and affidavits in Court cases in various Courts of Law. The DTU Counsel/s are not able to draft appropriate proper reply, petition for defending DTU, which may lead to adverse orders against DTU and DTU authorities. As per the Standard Operating Procedures of Legal Cell, available on DTU website, the Legal Cell primarily coordinate as a centralised Cell between the DTU, custodian of relevant records, DTU Counsels and other stake holders such as DTTE for the purpose of organising meetings; communication of petitions, counter affidavits etc.; communication with DTU Counsels; processing of bills etc. The onus of providing relevant records, para-wise comments and replies, to provide readable and reproducible copies of relevant documents and appearing before the Court (as and when required) for placing original records lies with the concerned custodian of relevant records. These records are required by the DTU Counsels for drafting of suitable reply/counter affidavits so that the interest of the DTU and its Officers are safeguarded in the petitions/suits filed against it in various Courts of Law. The draft counter/petition is also required to be vet by the concerned Section/department which is custodian of the relevant records/ documents and has been dealing with the subject matter. Therefore, liabilities of correctness of the facts and figures of the case will rest with the concerned Section. In case a particular petition pertains to more than one sections/ departments, the comments and reply has to be provided by all the concerned sections and custodians of records against paras pertaining to their respective section/department. to verify the contents of the draft counter affidavits and petition.

Therefore, all concern divisions and custodian of relevant records are required to:

1. Provide history of the case, with brief comments in support of DTU's stand alongwith the supporting documents and relevant rule position.
2. Provide detailed accurate and authentic parawise-comments and reply (as per the Petition).
3. Provide readable and reproducible copies of documents and records in support of the above parawise-reply and comments.
4. It is advised that the concerned Department and Sections may also provide brief facts and summery of the events and relevant rules etc., in addition to the parawise commnets and reply, for better understanding of the case on part of the DTU Counsel.
5. Depute a Nodal Officer / Pairvi Officer who is acquainted with the facts of the case and events, for explaining the matter and interaction with DTU Counsel for the

purpose of drafting the reply and coordinating with the Legal Cell for all relevant purposes, and appear before the Court and produce relevant documents before the Court, as and when required.

6. To vet the draft counter affidavit prepared by the DTU Counsel.
7. A strict compliance of the time line may be observed to avoid the delays for filing the Counter Affidavit.

Legal Cell will provide assistance and coordination between concerned sections/departments/DTU Counsel etc.

Further all Section in-charge/ Deans/ HoDs are requested to route files through Legal Section for seeking legal opinion and vetting of legal documents/MoUs/agreements etc. by DTU Counsel. Any liability on account of Expenditure fee claimed by DTU Counsel, in the matters not routed through Legal Section, will not be processed for payment by Legal Section.

This issues with the approval of the Competent Authority.



(Prof. Madhusudan Singh)  
Registrar

Dated: 13.09.2023

No. DTU/LLegal/Misc./338/2023/204

Copy to :

1. PA to VC for kind information of Hon'ble Vice Chancellor
2. PA to Registrar
3. All Deans & HODs
4. All Directors
5. All Dy. Directors
6. All Dy. Registrars
7. All Assistant Registrars
8. Transport Officer
9. All Section-in-charges
10. Controller of Accounts
11. Controller of Examinations
12. Chief Project Officer
13. CEO, DTU-IIF
14. Librarian
15. Chief Hostel Warden
16. Head, Computer Centre
17. Head, Computer Centre with the request to upload on DTU website.
18. Estate Officer



Dr. Lokesh Garg  
Asth. Registrar (Legal)