



DELHI TECHNOLOGICAL UNIVERSITY

Shahbad Daulatpur, Bawana Road, Delhi 110042

Store Section; Email:store@dtu.ac.in

**विकसित भारत
अभियान**
1947 TO 2047

F.No.DTU/SS/22/2025-26/163

Dated: 22.07.26

OFFICE-ORDER

Consequent upon the recommendations of the Committee constituted to examine the issue of stock entry of non-consumable items procured by the Engineering Cell and other Departments of the University, the following directions are hereby issued for strict compliance with immediate effect.

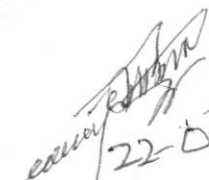
The Committee observed that a centralized mechanism shall be establish accounting, effective inventory control, transparency, and systematic maintenance of records of all non-consumable items procured by the University, irrespective of the purchasing department.

Accordingly, the following guidelines have been formed:

- i. All non-consumable items procured by the Engineering Cell & Other department / Offices shall be entered into the Central Store of the University.
- ii. The Central Store shall function as the nodal office for inventory management across the University. This arrangement is intended to enhance efficiency, transparency, and accountability across all departments.
- iii. All non-consumable items procured by any department/Section /Offices of the University must be properly recorded in the respective stock register. Thereafter, the file shall be forwarded to the Central Store for central stock entry, along with the indent, a copy of the delivery challan, tax invoice, guarantee/warranty certificate and the installation report dully verified by the respective Officer/Official.
- iv. The Accounts Branch process payments only after verifying that the procured non-consumable items have been duly entered in the Central Store records. This measure is intended to ensure accountability and prevent discrepancies in procurement and record-keeping.

All Heads of Departments, Officers, and concerned officials are directed to ensure strict compliance with these instructions. Any deviation from the above procedure shall be viewed seriously and dealt with in accordance with the applicable rules and regulations of the University.

This issue with the prior approval of the Competent Authority.

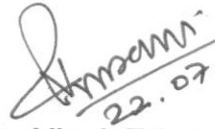

22-07-26
(Dr. Rajesh Birok)
Officer in charge (Store Section)

F.No.DTU/SS/22/2025-26/163

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Copy to:

1. PS to VC: For kind information to Hon'ble Vice Chancellor.
2. PA to Registrar: For kind information to Registrar, DTU.
3. All Deans/Heads of Departments/Centers.
4. Chief Project Officer(CPO), DTU.
5. Executive Engineer, Engineering Cell, DTU.
6. Controller of Finance(COF), DTU.
7. OIC(Purchase),DTU.
8. Head(CC): with the request to upload this Officer Order on the University website.
9. Guard file.


22.07.2026

(Dr. Vivek Tripathi)
Assistant Registrar (Store Section)