



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi-42

F. No. DTU/GA/237/2019-20/1161/ 436

Dated: 27 Dec. 2019.

## NOTIFICATION

**Subject: Guidelines for providing electronic devices to the ministerial officers.**

In exercise of the powers conferred under Sub-section (3) of Section 10 of DTU Statute (First), 2009, the Board of Management approved the following guidelines as per the recommendations of the Finance Committee and will be effective from 1<sup>st</sup> January, 2020.

1. Based on the functional requirements, following category of officers are eligible for technology devices:
  - i) Registrar
  - ii) Controller of Examinations
  - iii) Controller of Finance
  - iv) Chief Operating Officer
  - v) Deputy Registrars
  - vi) Executive Engineer
  - vii) Knowledge Network Manager
  - viii) System Manager
  - ix) Assistant Registrar
  - x) Senior Accounts Officers
  - xi) All similar officers (equivalent in grade pay of AR & above) as decided by the Vice Chancellor from time to time.
2. The entitlement of Ministerial Officers having the grade pay of Rs. 7600/- and above, will be Rs. 1,10,000/- for purchase of Desktop/Laptop/tablet along with its accessories, spare, repairs, batteries, software/hardware, installation and AMC etc.
3. The entitlement of Ministerial Officers having the grade pay of Rs. 5400/- and below Rs. 7600/-, will be Rs. 80,000/- for purchase of Desktop/Laptop/tablet along with its accessories, spare, repairs, batteries, software/hardware, installation and AMC etc.
4. The purchase will be made by the officer himself for which a maximum advance of 80% of the total cost may be obtained from the University. The officer will afterward seek reimbursement for the complete amount incurred on such purchases.
5. The annual rate of depreciation on these equipments would be follows:
  - Year 1 – 50%
  - Year 2 – 25%
  - Year 3 – 15%
  - Year 4 – 10%



Scan




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Thus the total prescribed life of such computers/equipment will be of four years.

6. All eligible officers may purchase the desired technology device (s) which the find useful for smooth functioning of the office work. The accessories of these devices may include printer/scanner/multifunctional UPS, Webcam, sound system, storage device, memory card readers, networking equipments etc.
7. The cost of all such purchases should be restricted to a maximum ceiling of as indicated in clause no. 2 & 3 above once in four years. In case, cost of such purchase exceeds this prescribed ceiling, the reimbursement shall be restricted to the upper ceiling amount.
8. After having made the requisite purchase (either from his own funds or from the advance taken up to 80% of the total cost), the concerned officer will furnish the utilization/undertaking to the DDO of the University stating clearly that the requisite amount has been spent/utilized on account of purchase of technology devices. On receipt of such a utilization/declaration, the DDO will reimburse the amount to the officer concern directly.
9. In case, the officer retires/ repatriated to his/her parent department the officer will surrender the device /deposit the pro-rata cost of the devices as indicated above at Para-3.

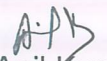
  
(Prof. Samsher)  
Registrar, DTU

F. No. DTU/GA/237/2019-20/1161/

Dated: Dec. 2019.

## Copy To:-

1. PA to VC : For kind information of Vice Chancellor, DTU.
2. PA to Pro VC : For kind information of Pro Vice Chancellor, DTU.
3. PA to Registrar
4. COE/COF/Chief Operating Officer/ Executive Engineer/ Knowledge Network Manager/ System Manager
5. All Dy. Registrar/All Asst. Registrar/All Sr. Account Officers
6. DDO
7. Head (CC) : With request to upload on University website
8. Guard File

  
(Anil Kumar)  
Dy. Registrar (GA)