



# Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daultpur, Bawana Road, Delhi-110042

F.DTU/EXAMINATION/87/2021/ 4084

Dated: 01.09.2021

## OFFICE ORDER

**Subject:- Weeding out of Record**

1. The competent authority has constituted the following committee to weed out the record in accordance with the weed out policy notified vide Notification No. F.No.DTU/Record Office/02/2011-12/113-123/S&P, dated 16.10.2012 & F.DTU/COE/OO/2017-18/12062, dated 22.08.2017:

- |     |  |   |                  |
|-----|--|---|------------------|
| 1.  | Sh. Kamal Pathak, Controller of Examinations             | - | Chairperson      |
| 2.  | Prof. Rajeshwari Pandey, Associate Dean (UG)             | - | Member           |
| 3.  | Prof. Rishu Chaujar, Associate Dean (PG)                 | - | Member           |
| 4.  | Prof. Nitin Puri, Security & Transport Officer           | - | Member           |
| 5.  | Prof. Dinesh Chutani, Director, Recruitment              | - | Member           |
| 6.  | Dr. Ravinder Kaushik, Deputy Registrar (Examination)-    | - | Member           |
| 7.  | Dr. Jitendra, Deputy Registrar (Establishment)           | - | Member           |
| 8.  | Sh. Bimal Jain, Executive Engineer                       | - | Member           |
| 9.  | Sh. Pradeep Teotia, Assistant Registrar (S&P)            | - | Member           |
| 10. | Sh. Jaspal Singh, Senior Accounts Officer                | - | Member           |
| 11. | Sh. Jasbir Singh, Senior Accounts Officer                | - | Member           |
| 12. | Sh. Piyush Vaish, Knowledge Network Manager              | - | Member           |
| 13. | Sh. Anil Kumar, Deputy Registrar (G.A) & I/C Record Room | - | Member Secretary |

2. The committee shall submit its recommendations for weeding out the record within 10 days.

3. The schedule of identifying the record for weeding out is as follows: -

S.No.	Branch/ Section	Branch In-charge	Date
1	Establishment & Pension	Dr. Jitendra, Deputy Registrar (Establishment)	06.09.2021
2	Legal & RTI	Dr. Ravinder Kaushik, Deputy Registrar (Examination)	
3	Accounts	Sh. Jaspal Singh, Senior Accounts Officer	07.09.2021
4	Store & Purchase	Sh. Pradeep Teotia, Assistant Registrar (Gen. Adm.)	
5	Council & Planning	Sh. S.K. Khanna, Consultant Planning	
6	VC Office	Sh. Govind, Stenographer	
7	Registrar Office	Ms. Sunila, Stenographer	
8	Recruitment	Prof. Dinesh Chutani, Director, Recruitment	08.09.2021
9	Academic UG	Prof. Rajeshwari Pandey, Associate Dean (UG)	
10	Academic PG	Prof. Rishu Chaujar, Associate Dean (PG)	
11	Security & Transport	Prof. Nitin Puri, Security & Transport Officer	
12	Engineering Cell	Sh. Bimal Jain, Executive Engineer	09.09.2021
13.	Computer Center	Sh. Piyush Vaish, Knowledge Network Manager	

14.	Examination	Dr. Ravinder Kaushik, Deputy Registrar (Examination)	10.09.2021
15.	General Administration	Sh. Anil Kumar, Deputy Registrar (General Administration)	
16.	Miscellaneous	Dr. Ravinder Kaushik, Deputy Registrar (Examination)	

4. The concerned Branch In-charge / Officer shall report at the newly built Record Room at 11:00 A.M. on the above prescribed date alongwith the concerned staff member for identifying the weedable record and submit its list to the committee. The Branch In-charge shall also prepare the list of record to be preserved & handover the same to the In-charge of the Record Room.


  
(Prof. Madhusudan Singh)  
Registrar

F.DTU/EXAMINATION/87/2021/4084

Dated: 01.09.2021

**Copy to: -**

1. PA to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
2. PA to Controller of Finance for kind information of the Controller of Finance.
3. PA to Controller of Examination for kind information of the Controller of Examination.
4. All Branch In-charges
5. All Committee members
6. Head, CC – for uploading on the website
7. Guard File.

  
(Prof. Madhusudan Singh)  
Registrar