



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

GOVERNMENT OF NCT OF DELHI

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

No.F.DTU/Estt./PDF/2011/Vol.II | 603


CIRCULAR

Dated 10/06/2022

This is continuation to the notification No.F.DTU/Estt./PDF/2011/Vol.II dated 20.04.2022, for providing desktop computer/laptop/office furniture and a printer with internet connectivity the office of the faculty concerned., the procedure/mechanism in this regard shall be under:

1. The new entrants as well as existing faculty members who have not availed the facility of **one time Startup Grant** under PDF as earlier notified vide notification No.F.1/DTU/Estt./PDF/2011/11236 dated 07.12.2016, may apply for his/her requirement of items(s) with specifications in accordance with the guidelines notified vide F.DTU/Estt./PDF/2011/Vol.II/108 dated 20.04.2022..
2. Request must be recommended and forwarded by the concerned Head of the Department to Establishment branch through Registrar, DTU.
3. Establishment branch will forward the request to store & purchase branch to process the case.
4. After procurement of the requested item(s), Store & Purchase branch will issue the item(s) to faculty concerned with intimation to Establishment Branch and Establishment Branch will make the necessary entries in PDF register against the concerned faculty.
5. The concerned HOD will ensure the necessary entry of the items issued to faculty members in the stock register of the department

This issues with the approval of the Competent Authority.

(Prof.  Madhusudan Singh)
Registrar
Dated 10/06/2022

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Copy to:

1. PA to VC for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar for kind information to the Registrar.
3. All Deans, HoDs and Branch Incharges for vide circulation in their Department/Branches.
4. Head Computer Centre with the request to upload the same on the University website.
5. Guard file.

(Dr. R. Kaushik)
Dy. Registrar(Estt.)