



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road: Delhi – 110042



File No: DTU/SS/15/2025-26 /33

Dated: 07/8/2025

C I R C U L A R

With reference to the office order F.DTU/Reg/OO/2025-26/167 dtd:04.08.2025 in pursuance of the DTTE letter no. UD-L05/5/2025/SBM-UD/E-247945/8734 dated:25.07.2025, a Swachhata drive is being carried out in Delhi Technological University Campus from 1st August to 2nd October,2025, the theme of this drive is " Gandagi Se Azadi".

Towards the implementation of the Swachhata in DTU, All Dean/Director/ HoDs/Branch In-charge/Centre /Branches are requested to conduct the survey in their respective Department/Branch/Office, to prepare the list of un-serviceable /obsolete/condemned items/store, due to fair, wear & tear and beyond the economical repair with inclusion of old file records(if any) to weed out/ dispose off on a priority basis to clear the space occupied by the condemned materials/old records to support the "SWACHHATA ABHIYAN/DRIVE" launched by DTTE.

All lists should be segregated into category-wise in one consolidated list and shall be submitted in the GFR-10 Format, as per Annexure-I (attached) to the office of the undersigned, and also on email id:store@dtu.ac.in.

Note: List of categories are E-waste/ Electronic/Electrical; Lab equipment; Steel; Crude Oil; Wooden; Plastic; Furniture and Consumables items. Please prepare a separate list of **hazardous items** (Batteries; Everyday cleaning products; Industrial chemicals; Explosives; Radioactive materials, Chemical agents etc.)

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Copy to:

1. PA to VC: For kind information of Hon'ble Vice Chancellor, please.
2. PA to Registrar: For the kind information of Registrar, please.
3. All Deans: For kind information, please.
4. All HoDs/All Directors: For kind information, please.
5. Chairperson NSS/NCC/Sports Council: For kind information, please.
6. Librarian, DTU: For kind information, please.
7. CoE/COF/COO/Chief Warden/CPO: For kind information, please.
8. All Branch In-charges: For kind information, please.
9. Head CC: With request to upload on website, please.
10. Guard file.

(Signature)
07-08-2025
(Dr. Rajesh Birok)
Officer In-charge(Store Section)
Dated: 07/08/2025

(Signature)
07-08-2025
(Dr. Rajesh Birok)
Officer In-charge(Store Section)

FORM GFR-10
[See Rule 217(iii)]

Report of Surplus, Obsolete and Unserviceable Store for Disposal

S. no	Particulars of stores	Quantit y / Weight	Book value/ Original purchase value	Conditio n and year of purchas e (Indent No.)	Mode of disposal (Sale, Public auction or otherwise)	Remark (Stock register page no. Indent no with date)

Lab In-charge

Head of the Department