



No.F. DTU/SS/001/2025-26/27

Dated:17.07.2025

NOTICE

This is to inform that, as per office order F.No.DTU/Reg/OO/2024-25/92 dtd:25.03.2025 the Store & Purchase Section will now function as two independent sections, namely the Store Section and the Purchase Section. These sections will operate autonomously under the overall supervision of two different officers /Officers In-Charges.

Towards the steam line of Physical Verification and Condemnation/write off process in Store Section. All Dean/HOD/In-Charge of Offices/ Department/Centre/Branches of University are requested to kindly provide the required data of issued indent book (Consumable and Non-Consumable) from Store Section. All are requested to fill the verified data in a time bound manner latest by 31st July, 2025.

Link to fill: <https://forms.gle/sRkF2PeY78xWiQtn9>

Sd/-
(Dr. Rajesh Birok)
Officer In-Charge (Store Section)

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Copy to :

1. PA to VC: For kind information of Hon'ble Vice Chancellor.
2. PA to Registrar: For kind information.
3. All Deans, Directors, HoD's and Branch-Incharges, COE/COF/COO for cooperation and necessary action.
4. Head CC: with a request to upload on the University website.
5. Guard file.