



DELHI TECHNOLOGICAL UNIVERSITY
(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)
(Formerly Delhi College of Engineering)
Shahbad Daultapur: Bawana Road: Delhi – 110 042

OFFICE ORDER

No. F DTU/SS/19/2025-26/Physical Verification/ 14

Dated: 22/9/2025

Sub: Annual Physical Verification of non-consumable items in all Departments/ labs/ branches/ section of DTU for the period 2024-25.

Annual Physical Verification of stores for the financial year 2024-25 is required to be completed in a time bound manner. Accordingly, following committees/teams are constituted to complete the Physical Verification of Store in various department.

S No.	Name of Department where Physical Verification is to be carried out.	Committee for verification of the stores
1.	Electronics & Comm. Engg.	1. Dr. Shreyansh Upadhyaya (EED) 2. Mr. Krishna Dutt (EED) 3. Ms. Shatakshi (EED.)
2.	Electrical Engg.	1. Dr. Rohit Kumar (ECE) 2. Sh. Sanjay Patidar (SE)
3	Information Tech.	1. Dr. Deva Nand (ECE.) 2. Dr. Malti Bansal (ECE)
4.	Computer Science Engg.	1. Mr. Rahul Thakur (ECE) 2. Mr. Ashutosh Pandey (IT)
5.	Computer Centre	1. Dr. Dharendra Kumar (Applied Physics) 2. Ms. Ankita (Biotech)
6.	Civil Engg.	1. Dr. Harikesh (ECE) 2. Dr. Rahul Kumar (CSE)
7.	Environment Engg.	1. Sh. Piyush Tewari (ECE) 2. Sh. Piyush Rawat (CSE)
8.	Bio Technology	1. Dr. Gunjan Jain (Applied Physics) 2. Mrs. Bhawna (CSE)
9	Mechanical Engg.	1. Mr. Varun Sangwan (ECE) 2. Mr. Prateek Saini (Environment) 3. Mrs. Aditi Zehar (CSE) 4. Ms. Ashish Kumar (CSE)
10	Applied Chemistry	1. Dr. Deshraj Meena (Applied Physics) 2. Ms. Ila Kaushik (CSE)
11	Applied Mathematics	1. Dr. Manish Jain (Applied Chemistry) 2. Ms. Anshika Arora (CSE)
12	Software Engg. Department	1. Dr. Garima Chikara , CSE 2. Mr. Anurag Chauhan, ECE
13	Applied Physics	1. Ms. Garima Chikara (CSE) 2. Ms. Sweta Gupta (SE)
14	Library	1. Dr. Dharendra Kumar (Applied Physics) 2. Ms. Sunakshi Mehra (CSE) 3. Mr. Rajat Chatterjee (Environment)
15	Physical Education & Sports Deptt.	1. Dr. Raminder kaur (Applied Chemistry) 2. Mr. Abhishek Chaudhary (EED)

16	Humanities Deptt	1. Dr Payal (Applied Maths) 2. Dr. Richa Sharma (App. Physics)
17	T & P	1. Dr. Akhilesh Arora (MED) 2. Dr.Yogita Kalra (Applied Physics) 3. Dr. Kriti Suneja (ECE)
18	Department of Design	1. Dr. Poonam (Applied Chemistry) 2. Dr. Dinesh Udar (Applied Math) 3. Dr. Renuka Bokolia (Applied Physics)
19	Delhi School of Management	1. Dr. Raghvendra Gautam (MED) 2. Dr. Sushila Rani (MED)
20	B-Tech (Conti. Edu.) Office	1. Dr. Lovleen Gupta (Environment) 2. Mr. Akshay Mool (IT)
21	East Delhi Campus	1. Dr. Indra Kr Chaudhary (EED) 2. Ms. Shikha N Khera (DSM) 3. Ms. Apporva Jain (USME)
22	International Office	1. Dr. Sumit Kale (ECE) 2. Dr. Vanjari Venkata Ramana (EED)
23	IQAC Office	1. Mr. Abhishek Chaudhary (EED)
24	Recruitment	1. Dr. Anamika Chauhan (IT)
25	HRDC Office	1. Dr. Maliti Bansal (ECE)
26	Outreach & Extension Activity	1. Mr. PRAVEEN KUMAR (Biotech)
27	Dean IRD	1. Sh. ROHIT KUMAR (Maths)
29	DTU-IIF	1 Dr. Anil Kumar (MED) 2 Mr. Harishikesh Dubey (ECE)
30	COE for EVRT	1. Dr. Desh Raj Meena (Applied Physics)
31	COE for Geoinformatics	1. Dr. Anurag Goel (CSE)
32	COE , Vinod Dham Centre of Semiconductor & Microelectronics	1. Dr. Rahul (SE)
33	Dean Alumni Affairs	1. Dr. Prashant Giridhar Shambharkar (CSE)
34	Dean (P&C)	1. Ms. Sushila Rani, MED
35	Dean (Digital),PRO and EDUSAT Studio	1. Dr. Harikesh, ECE 2. Dr. Minii Jain , CSE 3. Ms. Ankita Arora, EED
36	Student Welfare	1. Mr. Kuldeep Singh, EED 2. Dr Prakash Chittora, EED
37	Dean (SILR)	1. Dr. Yashna Sharma, ECE
38	Central Workshop	1. Mr. Anunay Gaur (Environment) 2. Mrs. Sunakshi Mehra (CSE)
39	Stores Section	1. Sh. Chandan Sharma (DSM)
40	Purchase Section	2. Dr. Dinesh Udar (App. Maths)
41	General Administration ; R&I Section & Telephone Exchange	3. Dr.Dhirendra Kumar (Applied Maths)
42	Record Room	
43	Security Office, Transport	
44	Establishment Branch	
45	Legal Branch	1. Dr. Rohit Beniwal (CSE)
46	RTI Cell	2. Mr. Moirangthem Biken Singh (CSE)
47	Vigilance Cell	
48	Planning & Council Cell	
49	Engineering Cell , CPO Office, Estate Office including Raj Soan Hall, Auditorium, Exposition Hall, Convocation Hall, Conference Hall	1. Dr. Ravindra Singh (DOD) 2. Mr. Varun Singh (DOD) 3. Mr. Partha Pratim Das (DOD) 4. Mr. Yashwant Singh (CSE)

	and all other infrastructure under Estate Office/Engineering Cell		5. Mr. Ashutosh Pandey (IT)
50	Academic Branch (UG)		1. Dr. Mohammad Zunaid (MED) 2. Mr. Chandan Sharma (DSM)
51	Academic Branch (PG)		1. Ms. Goonjan Jain (CSE) 2. Dr. Prakash Chittora, (EED)
52	Registrar Office/		1. Anup Kr. Mandpura (EED) 2. Mr. Himanshu (EED)
53	VC Office		
54	Accounts Branch		1. Dr. Mayank Kumar (EED) 2. Mr. Kavinder Singh (CSE)
55	Examination Branch		1. Dr. M Jayasimhadri (Applied Physics) 2. Dr. Ajeet Kumar (Applied Physics)
56	Result Section		
57	Confidential Cell		
58	Health Centre		1. Sh. Gaurav Kaushik (EED) 2. Dr. Mukhtiyar Singh (Applied Physics)
59	Recruitment		1. Dr. Anamika Chauhan (IT)
60	Guest House		1. Prof. S Anbu kumar (Civil) 2. Mr. M. Ganesh (ECE)
61	All Hostels & Hostels Office	BOYS HOSTELS	1. Sh.Raman Kumar (Biotech) 2. Dr. N. Yuvraj (MED) 3. Mr. Yeshwant Singh (CSE)
		HOSTEL OFFICE	
		GIRLS HOSTELS	1. Dr. Minni Jain (CSE) 2. Ms. Priya Singh (SE) 3. Dr. Deepika Sipal (ECE)

The Committee will carry out physical verification of the store of concern Department in a time bound manner and submit their report latest by 30.10.2025 positively along with physical verification report and Soft copy of the Report (In Excel sheet) also be uploaded on the following link by the Committee

Link: <https://forms.gle/eZHtB6AcHbbVApPJ7>

A separate report on the stores identified as obsolete surplus, and unserviceable duly signed by the Committee members, Lab's in charge and Head of the department to be prepared for further processing by the department concerned under intimation to this office.

All HOD'S are requested to prepared the list of non-consumable stores and nominate a inventory holder to liaise and assist the physical verification team. The members responsible for stock verification as mentioned above should physically check the items from the stock register and ensure that the physical presence of the items is matched with the stock register of Lab/Section/Office/Department. The details of the items should be filled up in the enclosed format of stock verification, which is to be raised in triplicate, properly signed by inventory-in-charge, HOD and stock verifying officers.

All the concerned lab In-charges through the HOD with the request to extend their support and cooperation to the physical verification team members in carrying out the physical verification of the stores which is to be completed in a time bound manner.

Any discrepancy noticed is to be record in the physical verification report in respective column. The details of items recommended in for condemnation may be proposed separately for further condemnation action by the condemnation committees. The physical verification officer should record a certificate of verification as follows "Physical verification of the non –consumable stores held on charge of _____(name of department) has been carried and found correct as per stock register/inventory, except the following (report of surplus/deficiency if any " List to be attached as annexure") in the stock register/inventory of the department concerned .

A separate certificate for surplus/ deficient items duly signed by the verification team member/s and countersigned by the HOD of Department concerned is required to be forward to the OIC(Store) along with Physical verification report for information to the undersigned.

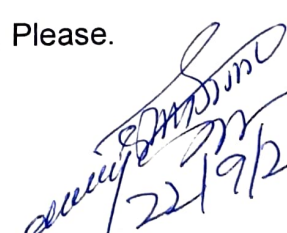

(Prof. Narender Kumar)
Registrar

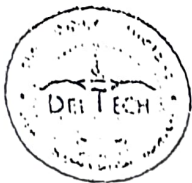
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Copy to:

1. PA to VC: For the kind information of Hon'ble Vice Chancellor, please.
2. PA to Registrar; For the kind information of Registrar, Please.
3. All the Deans /Head of Departments /OICs & Branch In charges- for compliance please.
4. Director (EDC)/HOD(USME): For kind information and necessary action please.
5. All Directors/COE/COF/COO/ Librarian/ Chief Warden: For kind information and necessary action, please.
6. All committee members through concerned HOD.
7. Branch In charges: For kind information and necessary action, Please.
8. Guard File.


(Dr. Rajesh Birok)
Officer In-charge(Store Section)



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Main Bawana Road, Delhi-42

1261

Physical Verification Form

(Financial Year)

Sl No	Issued from (Indent No)	Particulars of Item with make/model, year of purchase and cost	Location of the Item	Accounting Unit	Qty held on charge as per Ledger

Qty as per physical verification	Surplus	Deficiency	Reason for surplus/Deficiency	Serviceable / Not Serviceable/ recommended for condemnation	Remarks

Certificate of Physical Verification

Certificate that Physical verification of stores held on charge of
(Name of Department) has been carried out onand
found correct except the details enclosed as Appendix/Annexure..... and
endorsement to this effect has been recorded on the respective stock ledger/inventory
register.

Signature of the Verifying Officer 1.....

Signature of the Verifying Officer 2.....

COUNTERSIGNED

HoD/OICs Department Concerned