



F. No. DTU/SS/13/25-26/131

Dated: 07/04/2026

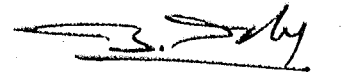
CIRCULAR

It has been observed that Computers, Printers, Photocopiers, and other electronic equipment are being procured based on the recommendations of the Technical Evaluation Committee (TEC). In several instances, the Technical Evaluation Committee (TEC) has recommended such purchases with the direction to submit a condemnation report against the new procurement. However, even after the procurement of new equipment, the condemnation process for the old equipment remains pending with the concerned Departments/Branches.

As a result, obsolete and unserviceable equipment continues to remain in Departments/Branches/Centres, leading to unnecessary occupation of valuable space.

In view of the above, all Departments/Branches/Centres are hereby directed to adhere to the following guidelines:

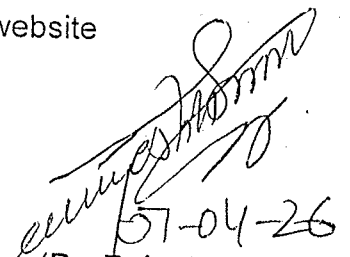
1. All electronic equipment that has become obsolete, unserviceable, or beyond economical repair must be identified and processed for condemnation without delay, in accordance with the prescribed procedure.
2. Departments/Branches/Centres shall obtain prior approval for condemnation of such equipment from the Competent Authority before initiating any proposal for procurement of new equipment against replacement.
3. The Technical Evaluation Committee (TEC) shall consider and recommend proposals for procurement of new equipment only after confirmation that approval for condemnation of the existing equipment by the Competent Authority.


(Binod Doley)
Registrar
07/04/2026
Dated: 07/04/2026

F. No. DTU/SS/13/25-26/131

Copy to: -

1. PA to Hon'ble Vice Chancellor - For the kind information of Hon'ble Vice Chancellor.
2. PA to Registrar: - For Kind information of Registrar
3. All Dean/HoDs/Branch-In-Charge: - for information and necessary action.
4. Director, East Delhi Campus, DTU
5. Chairman of Technical Evaluation Committee.
6. Head (CC) with the request to upload the same on university website
7. File.


07-04-26
(Dr. Rajesh Birok)
Officer In-Charge (Store Section)