



F. No. DTU/SS/47/25-26/CG/086

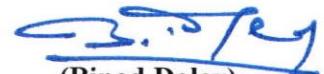
Dated: 21/01/2026

**CIRCULAR**

All Heads of Departments (HODs) are hereby informed that all purchases of Chemicals and Glassware equipment (Consumables) made by the Departments shall be mandatorily recorded in the respective Departmental Stock Register and on the Samarth Portal under the concerned Departmental stock entry tab.

A copy of the online entry generated from the Samarth Portal shall be placed in the purchase file, and only thereafter shall the file be forwarded for processing of payment.

The concerned Department/official shall ensure that entries of all items are accurately and mandatorily recorded on the Samarth Portal.

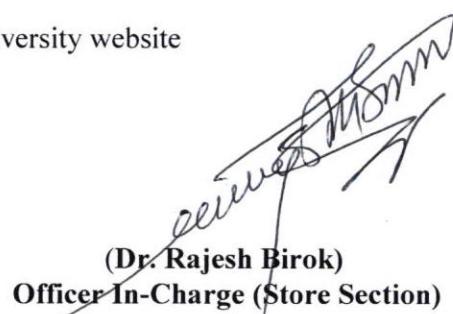
  
(Binod Doley)  
Registrar  


Dated: 21/01/2026

F. No. DTU/SS/47/25-26/CG/086

**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 HoDs :- for information and necessary action.
4. Director, East Delhi Campus, DTU
5. Head (CC) with the request to upload the same on university website
6. File.

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