



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



File No: DTU/SS/15/2025-26/ 126

Dated: 27.03.26

CIRCULAR

It has been observed that a number of obsolete, unserviceable, and outdated items are lying in various sections of the Department, occupying valuable space and adversely affecting efficient operations.

In order to ensure optimal utilization of resources and to maintain a clean and organized working environment, it has been decided to initiate the process for condemnation and disposal of such items.

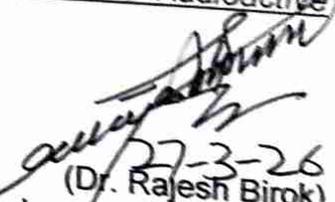
Accordingly, all concerned officers/section in-charges are requested to prepare a detailed list of items identified as obsolete, damaged, or unserviceable and no longer in use. The list should be prepared in the prescribed GFR-10 format and must include the following details:

- Indent Number
- Quantity
- Amount
- Condition of the item
- Year of Procurement

All concerned officers are requested to submit the list of items, duly indicating the reserve price, to this office latest by **17/04/2026**, so that the same may be processed for auction after obtaining approval of the competent authority.

It is further informed that the Department-wise Condemnation Committee has already been constituted vide Office Order No. F DTU/SS/15/2025-26/98 dated 03/02/2026. Additionally, a separate Committee for assessment of unserviceable and obsolete IT equipment has also been constituted vide Office Order No. DTU/SS/2312025-26/IT/Condemnation/99 dated 03/02/2026.

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.)


27-3-26
(Dr. Rajesh Birok)
Officer In-charge (Store Section)

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/HOD/Director/Branch-In-Charge: For kind information and necessary action please.
4. Head CC: With request to upload on website
5. Guard file.