



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042
FAX: +91-11-27871023,
(ACCOUNTS BRANCH)

No.F.5/ DTU/Accounts/2023-24/1966/ 29

Dated: 09.04.2024
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OFFICE ORDER

Kindly refer to the Office Order. No.F.5/ DTU/Accounts/2023-24/1966/808 dated 12/09/2023, regarding submission of proposals for organization of any Event/Activity must be submitted **at-least 10 days prior to the date of actual commencement** of any such Event/Activity.

It is observed that many proposals are being received by the Accounts Branch on the day or a day before the actual commencement of any such Event/Activity.

All HoDs/Deans are once again requested to direct their staff to **strictly adhere to the Office Order dated 12/09/2023** and ensure that all proposals for organization of any Event/Activity must be submitted to Accounts Branch **at-least 10 days prior to the date of actual commencement** of any such Event/Activity failing which no such proposal will be entertained by the Accounts Branch.

This Issues with the [prior approval of Hon'ble VC, DTU.

Narendra Dev
10/04/2024
(PROF. NIRENDRA DEV)
CONTROLLER OF FINANCE

Copy To:

- 1) PA to VC, DTU for kind information of Hon'ble Vice-Chancellor
- 2) The Registrar, DTU for kind Information
- 3) All HODs/ DEANS/ COE and OICs for information and necessary compliance.
- 4) Director EDC, for information and necessary compliance.
- 5) Director IQAC, for information and necessary compliance.
- 6) Head(CC) with the request to upload the office order on University Website.
- 7) Guard File.

(Signature)
(MAHESH KUMAR)
DY. CONTROLLER of ACCOUNTS