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

OFFICE-ORDER

No. F DTU/SS/63/Physical Verification/2025-26/179 Dated: 19.08.2026

Sub: Annual Physical Verification of non-consumable items in all Departments/ labs/ branches/ section of DTU for the of period 2025-26-Reg.

Annual Physical Verification of stores for the financial year 2025-26 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. Mr. Sanjay Patidar (SE) 2. Dr. Rakesh Kumar Malviya (DSM) 3. Dr. Nemalikant Anand (SE)
3	Information Tech.	1. Dr. Kriti Suneja (ECE) 2. Dr. Pankaj Dahiya (ECE)
4.	Computer Science Engg.	1. Mr.Rahul Thakur (ECE) 2. Mr. Ashutosh Pandey (IT)
5.	Computer Centre	1. Mr. Yogendra Kumar Meena (Applied Physics) 2. Ms. Ankita (Biotech)
6.	Civil Engg.	1. Dr. Harikesh (ECE) 2. Dr. Rahul Kumar (CSE)
7.	Environment Engg.	1. Mr. Lokesh Gautam (ECE) 2. Mr. Piyush Rawat (CSE)
8.	Bio Technology	1. Dr. Goonjan Jain (Applied Maths) 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. Dr. Saurabh Mishra (EE) 2. Ms.Sweta Gupta (SE)
14	Library	1. Dr. Bharti Singh (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. Sharaf U Nisa (MED) 2. Dr Richa Sharma (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. 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. Dr. Meenakshi Ahlawat(DSM) 3. Dr. Varsha Sehgal (USME)
22	DGST	1. Dr. Sumit Kale (ECE) 2. Dr. Vanjari Venkata Ramana (EED)
23	IQAC Office	1. Mr. Abhishek Chaudhary (EED)
24	Planning & Recruitment	1. Dr. Anamika Chauhan (IT)
25	HRDC Office	1. Dr. Maliti Bansal (ECE)
26	Outreach & Extension Activity	1. Mr. Praveen Kumar (Biotech)
27	IRD & Consultancy	1. Mr. Rohit Kumar (Maths)
28	DTU-IIF	1. Dr. Puneet Singh Gautam (MED) 2. Mr. Hrishikesh Dubey (CE)
29	COE for EVRT	1. Dr. Desh Raj Meena (Applied Physics)
30	COE for Geoinformatics	1. Dr. Anurag Goel (CSE)
31	COE , Vinod Dham Centre of Semiconductor & Microelectronics	1. Dr. Rahul (SE)
32	International Alumni Affairs	1. Dr. Prashant Giridhar Shambharkar (CSE)
33	Dean (Digital),PRO and EDUSAT Studio	1. Dr. Harikesh, ECE 2. Dr. Minni Jain , CSE 3. Ms. Ankita Arora, EED
34	Student Welfare	1. Mr. Kuldeep Singh, EED 2. Dr Prakash Chittora, EED
35	SILR	1. Dr. Yashna Sharma, ECE
36	Central Workshop	1. Mr. Anunay Gaur (Environment) 2. Mrs. Sunakshi Mehra (CSE)
37	Stores Section	1. Mr. Chandan Sharma (DSM) 2. Dr.Dhirendra Kumar (Applied Maths)
38	Purchase Section	
39	General Administration ; R&I Section & Telephone Exchange	
40	Record Room	
41	Security Office, Transport	
42	Establishment Branch	1. Dr. Rohit Beniwal (CSE) 2. Mr. Moirangthem Biken Singh (CSE)
43	Legal Branch	
44	RTI Cell	
45	Vigilance Cell	
46	Planning & Council Cell	
47	Engineering Cell , CPO Office, Estate Office including Raj Soin Hall, Auditorium, Exposition Hall, Convocation Hall, Conference Hall and all other infrastructure under Estate Office/Engineering Cell	1. Dr. Ravindra Singh (DOD) 2. Mr. Varun Singh (DOD) 3. Mr. Partha Pratim Das (DOD) 4. Mr. Yashwant Singh (CSE) 5. Mr. Ashutosh Pandey (IT)
48	Academic Branch (UG)	1. Dr. Ankur Sharma (MED) 2. Mr. Chandan Sharma (DSM)
49	Academic Branch (PG)	1. Ms. Goonjan Jain (Applied Maths) 2. Dr. Prakash Chittora, (EED)
50	Registrar Office	1. Mr. Anup Kr. Mandpura (EED) 2. Mr. Himanshu (EED)
51	VC Office	
52	Accounts Branch	1. Dr. Mayank Kumar (EED) 2. Mr. Kavinder Singh (CSE)
52	Examination Branch	1. Dr. Renuka Bokolia (Applied Physics) 2. Dr. Sarita Baghel (Applied Physics)
53	Result Section	
54	Confidential Cell	
55	Health Centre	1. Mr. Gaurav Kaushik (EED) 2. Dr. Mukhtiyar Singh (Applied Physics)
56	Guest House	1. Dr. Dineshb Udar (Maths) 2. Mr. M. Ganesh (ECE)

57	All Hostels & Hostels Office	BOYS HOSTELS HOSTEL OFFICE	1. Mr. Raman Kumar (Biotech) 2. Dr. N. Yuvraj (MED) 3. Mr. Yeshwant Singh (CSE)
		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 01.09.2026 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/A88Q3TSP4GNNpvco6

A separate report on the stores identified as obsolete surplus, and unserviceable duly singed 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 singed 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.

19.08.2026

(Dr. Vivek Tripathi)
Assistant Registrar (Store Section)

No. F DTU/SS/63/2025-26/Physical Verification/ 179

Dated: 19.08.2026

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. Computer Centre: With request to upload on University site.
9. Guard File.

19/8/26

(Anjany Kumar)
Section Officer (Store Section)

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

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File No: DTU/SS/13/2025-26/ 096

Dated: 29|01|2026

CIRCULAR

Subject – Annual Physical Verification of Fixed Assets/Non-Consumable items

In accordance with Rule 213 of the General Financial Rules (GFR), 2017. it is hereby informed that all departmental stores and fixed assets/non-consumable items shall be physically verified at least once in a year. The outcome of such verification must be duly recorded in the relevant Stock Registers. Any discrepancies noticed during verification shall be promptly investigated and brought to the notice of the Competent Authority, with a copy endorsed to the Store Section, as per GFR 2017.

1. Physical Verification Procedure

(i) Physical verification shall invariably be conducted in the presence of the Officer responsible for the custody of the inventory/assets i.e. HoD/Lab In-charge.

(ii) A certificate of verification, along with detailed findings, shall be recorded in the concern Stock Register of Department/Laboratory.

(iii) Discrepancies such as shortages, excesses, damages, theft or unserviceable items, if any, identified during verification shall be immediately reported to the Competent Authority, with intimation to the Store Section for further necessary action.

2. The verification report must contain the following particulars:

- Quantity as per physical verification (physical/ground balance)
- Quantity as per ledger/stock register of Department/Laboratory.
- Excess or shortage, if any
- Relevant ledger/Indent number
- Particular of items with make/model number and year of purchase with cost.
- Serviceable/Not Serviceable
- Remarks if any.

Where materials are found obsolete, damaged, or unserviceable, timely action shall be initiated for condemnation, survey, and disposal/auction after observing prescribed formalities, in accordance with GFR 2017. so as to prevent further deterioration.

3. Scope of Verification

- Verification shall cover all non-consumable items recorded in the Stock/Asset Registers maintained in Departments/Schools/Units/Offices/Sections/Hostels, etc.
- Verification reports shall be countersigned by the Branch In-Charge / HoD / Chief Warden of Hostels / Deans, as applicable.

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4. The Physical Verification Committee shall:

(i) Ensure that materials/assets are physically available as per the nomenclature, description, and specifications recorded in the Stock Registers of the Department/Laboratory.

(ii) Submit the duly signed verification report (by HoD/Dean/Branch In-Charge, as applicable) to the Central Store Section within the stipulated time period.

(iii) Report all discrepancies, including shortages, damages, theft and unserviceable items, to the Competent Authority for appropriate action.

(iv) Physical verification will be conducted for all items recorded in the Stock Register of the Department/Laboratory/Branch etc.

5. All Deans / Heads of Departments / Officers shall conduct the Annual Physical Verification of their respective departments, including laboratories, through the Committee constituted for physical verification. In the event that physical verification cannot be conducted within the stipulated time for any reason, the same shall be intimated to the Store Section for further necessary action.

(Binod Doley)
Registrar
29/01/2026

Copy to:

1. PA to Hon'ble VC: For kind information of Hon'ble Vice Chancellor, please.
2. PA to Registrar: For kind information of Registrar, please.
3. All Dean/HoDs/Director: For kind information, please.
4. COE/COF/CPO/Chief Warden/Librarian: For kind information, please.
6. All Branch In charges: For kind information, please.
7. Head Computer Centre- with the request to upload the same on university website.
8. Guard file.

29-1-26

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

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DELHI TECHNOLOGICAL UNIVERSITY
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Shahbad Daulatpur, Main Bawana Road, Delhi-42

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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 on .... 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