



Government of National Capital Territory of Delhi
DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur: Bawana Road: Delhi – 110 042

File No. DTU/SS/15/2025-26/33/157

Dated:- 02.07.2026

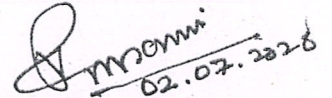
C I R C U L A R

With reference to the office order No. F. DTU/Reg/00/2025-26/167 dated 07/08/25 and 22.09.25 issued by the OIC, Store Section, the Store Section has received condemnation files from some (Deans, Directors, HoDs, Branch In-charges, and Heads of Centers/Branches) department of Delhi Technological University, while files from other departments are still pending.

Therefore, All Deans, Directors, HoDs, Branch In-charges, and Heads of Centers/Branches are requested to conduct a survey within their respective departments, branches, or offices. The objective is to prepare a comprehensive list of unserviceable, obsolete, or condemnable items including those that are beyond economic repair.

All lists should be segregated into category-wise in one consolidated list and shall be submitted strictly in the GFR-10 format, as per Appendix-1 (attached) to the office of the undersigned, and also on email to: store@dtu.ac.in and e-office.

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 for hazardous items (Batteries; Everyday cleaning products; Industrial chemicals; Explosives; Radioactive materials; chemical agents, etc)


02.07.2026

(Dr. Vivek Tripathi)

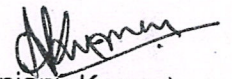
Asstt. Registrar, Store Section

File No. DTU/SS/15/2025-26/33/157

Copy to:

Dated:- 02.07.2026

1. PS to V.C :- For kind information for Hon'ble V.C, please.
2. PA to Registrar:- For Kind information of Registrar, please.
3. All Deans; For Kind information, please.
4. All HoDs/All Directors; For Kind information, please.
5. Chairperson NSS/NCC/Sports Council; For Kind information, please.
6. Librarian, DTU; For Kind information, please.
7. CoE/COF/COO/Chief Warden/CPO; For Kind information, please.
8. All Branch In- Charge; For Kind information, please.
9. Head CC; With request to upload on website, please.
10. Guard File.



(Anjany Kumar)

Section Officer,(Store section)

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FORM GFR-10
[See Rule 217(iii)]

Report of Surplus, Obsolete and Unserviceable Store for Disposal

S. no	Particulars of stores	Quantity / Weight	Book value / Original purchase value	Condition and year of purchase (Indent No.)	Mode of disposal (Sale, Public auction or otherwise)	Remark (Stock register page no.)

Head of the Department