



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road,

Delhi-110042 (INDIA)

eoffice

F.No. DTU/e-office cell/2026-27/02/13

Date: 20.05.2026

## OFFICE ORDER


It is hereby informed that the E-Office system at DTU is now fully operational. Accordingly, it has been decided that the processing of files through the **E-Office system is implemented with immediate effect at DTU.**

Further, with effect from **01.06.2026**, submission and processing of all files through the E-Office system shall be mandatory for all Departments/Branches/Office/Units of DTU and no physical files shall be accepted thereafter.

For implementation of the E-Office system, the following instructions will be followed:

1. All new files shall be created and processed only through the E-Office system.
2. Departments/Offices/Branches may get their existing physical files scanned through the E-Office Cell.
3. User accounts of all Branch Heads/In-charges, along with their respective office accounts, have been created and shall be shared by the E-Office Cell with the concerned users.
4. The user manual for the E-Office system shall be shared by the E-Office Cell, and training sessions on E-Office shall also be organized in offline and/or online mode.

This issued with the approval of the Competent Authority.

  
(Binod Doley)  
Registrar  
20/5/2026

F.No. DTU/e-office cell/2026-27/02/13

Date: 20.05.2026

Copy to:

- 1) PA to VC for kind information
- 2) PA to Registrar for kind information
- 3) All Deans/ All HoDs/ All Branch In-charges/ DTU.
- 4) Head CC, with request to upload on website.
- 5) Guard File
- 6) All Directors

  
(Vikas)  
EMD Manager, e-Office cell