



DELHI TECHNOLOGICAL UNIVERSITY
Shahbad Daulatpur, Bawana Road: Delhi - 110042
Store Section; Email:store@dtu.ac.in

F.No.DTU/SS-001/E-File (Misc.//26-27/2027

Dated: 05.10.2026

OFFICE ORDER

Subject: Physical Verification of Consumable Items

In pursuance of the approval accorded by the Competent Authority, the respective Deans/HODs/Directors/Coordinators and Branch In-charges are hereby authorized to conduct the physical verification of consumable items held in their respective Departments/Offices/Sections.

The physical verification shall be carried out by the authority concerned at their respective level, and the items available shall be duly verified with reference to the relevant records. The duly verified physical verification report shall thereafter be submitted to the Store Section on or before 31st October every year for record and further necessary action.

This issues with the approval of the Competent Authority.


05-10-2026
(Dr. Rajesh Birok)
Office-In-Charge (Store Section)
Dated:

F.No.DTU/SS-001/E-File (Misc.//26-27/2027

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: For kind information, please.
4. All Directors, DTU: For kind information, please.
5. COE/COF/COO/CPO/Chief Warden: For kind information, please.
6. All Branch In charges: For kind information, please.
7. Guard file.


05.10.2026
(Dr. Vivek Tripathi)
Assistant Registrar (Store Section)