



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahabad Daulatpur, Bawana Road, Delhi – 110042



MANUAL OF OFFICE PROCEDURE (SECOND EDITION), 2019

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FOR DELHI TECHNOLOGICAL UNIVERSITY
(FORMERLY DELHI COLLEGE OF ENGINEERING)

First Edition - 2018

Second Edition - 2019



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Prof. Yogesh Singh
Vice-Chancellor

MESSAGE

I am immensely pleased to note that Delhi Technological University is bringing out its Second Edition of Manual of Office Procedure. It is a comprehensive guide to office work. The procedure also instill a greater sense of responsiveness, accountability, transparency and service excellence in the current administrative system of the University and also fulfil the need for further simplifying office procedures and processes.

I am sure that the Manual would be of help to all who serve in the University to increase their efficiency and effectiveness. I am confident that the Manual will form the backbone of process management in our offices and make office work more rewarding for all the stakeholders.

(Yogesh Singh)

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दिल्ली प्रौद्योगिकी विश्वविद्यालय
DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)

DTU
Delhi Technological
UNIVERSITY

Prof. S. K. Garg
Pro Vice-Chancellor

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MESSAGE

Work environment having documented office procedures is an important factor in encouraging and maintaining the participation of employees in working effectively towards the achievement of the organizational goals. A vital element in ensuring this positive work environment is based on procedure and policies which guide for a greater sense of responsiveness, accountability, transparency and service excellence in the administrative system.

Delhi Technological University is bringing out its Second Edition of Manual of Office Procedure. I am sure that this Manual will endeavor in improving quality of office management which will also contribute to a positive employee relations atmosphere.

(Prof. S.K. Garg)



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Prof. Samsher
Registrar

FOREWORD

The Administrative Department of Delhi Technological University is submitting its Second Edition of Manual of Office Procedure to increase productivity in work and make the administration more responsive. Efforts have been made to maintain concordance between University goals, procedures of work and functionaries entrusted with the responsibility of discharging them.

For those who are working in the University and for future entrants, the Manual will be an invaluable source of training, guidance and reference.

(Prof. Samsher)

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1. **Introduction** The efficiency of an organization depends largely on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in an organization can be judged by their ability to dispose of matters – mostly receipts, cases, etc. with speed and quality, following the procedures prescribed for the purpose. The ultimate object of all organizations to meet the citizens' needs and further their welfare. At the same time, those who are accountable for fair conduct of business have to ensure that public funds are managed with utmost care and prudence. It is, therefore, necessary, in each case, to keep appropriate record not only of what has been done but also of why it was so done.

The procedures prescribed in the Central Secretariat Manual of Office Procedure (CSMOP), attempt to balance the conflicting considerations of speed, quality, transparency and propriety. In a dynamic context, this balance cannot be rigidly or permanently fixed. Every rule and step in the procedure must serve a definite purpose.

2. **Objective.** The ultimate objective of issue of this Office Procedure is to instill a greater sense of responsiveness, accountability, transparency, service excellence in the current administrative system of the University and also to fulfil the need for further simplifying the office procedures and processes. It would help all who are in the service of the University and for future entrants to increase their efficiency and effectiveness in office management for better administration.

Henceforth, officers and staff at all levels should ensure that they follow the procedures / guidelines prescribed in the succeeding paragraphs meticulously and utilise the same for effective processing of cases for decision making and record keeping.

CHAPTER I
STAFF DUTY

3. **Definitions.** The Definitions of some of the terms used in this office order are:-

(a) "Appendix to correspondence/file". Detailed/lengthy enclosures to a communication / file which amplify the fact of a case.

(b) "Branch". The Unit of an Establishment/ Organisation/Institution and may comprise a couple of Sections / Cells.

(c) "Branch Officer" and "Section Officer". The officer who is directly above the Branch or section in the line of control of execution of work.

(d) "Case". A current file or a receipt together with other related papers, if any.

(e) "Central Receipt and Issue Section (R&I Section)". A unit within the University consisting of the central registry for central receipt, issue and despatch of incoming and outgoing dak.

- (f) “Classified dak”. Dak bearing a security classification, such as confidential, secret etc.
- (g) “Correspondence portion”. The portion of file containing “receipts” and “office copies of the communications” issued from the file include self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
- (h) “Current file”. A file on which action is not yet complete.
- (i) “Dak”. All communication received/ issued by an office/department.
- (j) “Dealing hand”. Any functionary entrusted with initial examination of case and maintenance of records.
- (k) “Department” Any of the Departments and Offices established by the University.
- (l) “Departmental instructions”. Instructions issued by a department/institution to supplement or vary the provisions of the Manual of Office Procedure.

- (m) “Departmental Record Officer (DRO)”. – Officer nominated under the Public Records Act 1993.
- (n) “Desk”. A unit within a department with a specific task assigned to it.
- (o) “Desk functionary”. A functionary assigned with a defined sub-function or activity in the charge of desk.
- (p) “Diarist”. A functionary within a section charged with the responsibility inter-alia of maintaining the Section/Branch diary.
- (q) “Diary number”. The serial number assigned to a receipt in the Section/Branch diary/personal staff of officers followed by code letters identifying the Section Diary. (i.e. Ser. No. in the Diary and abbreviated symbol of the section with date of receipt, e.g., 100/Estt./10.10.2017, 101/Estt./11.10.2017 and so on.)
- (r) “Docketing”. Making of entries in the notes portion of a file about the number assigned to each item of correspondence (whether receipt or issue) for its identification.

(s) "File". A collection of papers/documents on a specific subject/case, assigned a file number, subject, department/section, Vol. No, date of opening etc. and consisting of one or more of the following parts:

- (i) Notes; (ii) Correspondence;
- (iii) Appendices to Notes/ correspondence.

(t) "Fresh Receipt (FR)". Any subsequent receipt on a case which brings in additional information.

(u) "Minutes". Record of proceedings and decision taken in a meeting or on an agenda by a board of officers.

(v) "Note". The remarks recorded on a case to facilitate its examination and decision.

(w) "Paper Under Consideration (PUC)". A receipt pertaining to a case, the consideration of which is the subject matter of the case.

(x) "Peon Book". A record of diary Nos. for despatch of non-postal communications and their receipt by the addressees.

4. **Officers of the University.** The following are the officers of the University in terms of DTU Act, 2009 and DTU First Statutes, 2009:-

- (a) The Vice Chancellor
- (b) The Pro Vice Chancellor (s)
- (c) The Deans
- (d) The Registrars
- (e) The Controller of Finance
- (f) The Controller of Examinations
- (g) Such other officers as declared by the University from time to time according to the Act and Statutes.

5. **Functions at various levels.**

- (a) The ibid officers shall exercise such powers and perform such functions, as prescribed in the DTU Act, 2009/DTU First Statutes, 2009 and its amendments issued from time to time; and on the decisions taken by the University Authorities from time to time.

(b) **Section Officer.** A Section Officer is the in-charge of a Section who has to ensure efficient and effective disposal of work, record management and weeding out. For this, he should take all necessary steps including (i) distribution of work among the staff as evenly as possible; (ii) training, helping and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; (v) maintenance of a list of residential addresses and contact numbers of the Staff (vi) submit incoming dak/files which should be seen by Branch Officer/Higher officer at dak stage; (vii) dispose of routine cases with the concurrence of immediate superior officer, issue reminders, obtain or supply factual non-classified information; (viii) take intermediate routine action; (ix) keep a track of all judicial/quasi-judicial matters where the issues being dealt with by the section are involved; (x) record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer, (xi) ensuring

proper handing/taking over of charges between outgoing and incoming staff, (xii) ensuring up-to-date record of files/registers/stock ledgers, (xiii) ensuring correct entries in file register/master register of stock ledgers etc., (xiv)maintenance of category wise lists of all employees of the University / Department / Branch / Section (as applicable) and ensuring these are kept up-to-date at all times.

(c) **Dealing Hands.** Senior Office Assistants, Assistants, Junior Office Assistants, Data Entry Operators, Documentlists and Console Operators are different types of Dealing Hands(DH) in the university , who are responsible for (i) Opening, maintenance and custody of files; (ii) put up the file to immediate superior officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; (iii) go through the receipts(i.e. incoming dak) and ensure that the receipts, with urgency grading, are dealt with first; (iv) move the receipt to a file; (v) if a file exists for this receipt, add the receipt to the existing file; (vi) in case a file

does not exist on the subject , a file will be opened; (vi) DH will add the data/metadata required for creating a new file. A file title consisting of number, subject, department/section, date of opening, year etc. will be given by the dealing hand to the new file (as per proforma shown at Appendix A) and in the case of e-file number will be assigned automatically by the system on the creation of e-file; (vii) reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt. (viii) DH will have to give a serial number and page number to all the letters received and issued in chronological order. (ix) Proper handing over of the charge/ responsibilities to the reliever.

(d) **Personal Staff Members of Officers (PSs)/Private Secretary/ Personal Assistant/ Stenographer.** (i) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer; (ii) managing of appointments/ engagements; (iii) attending to the telephone calls and receiving visitors; (iv)

maintaining the papers required to be retained by the officer; (v) destroying by shredding/ burning the stenographic record of the confidential and secret letters; and (vi) assisting the officer in such a manner as she/he may direct.

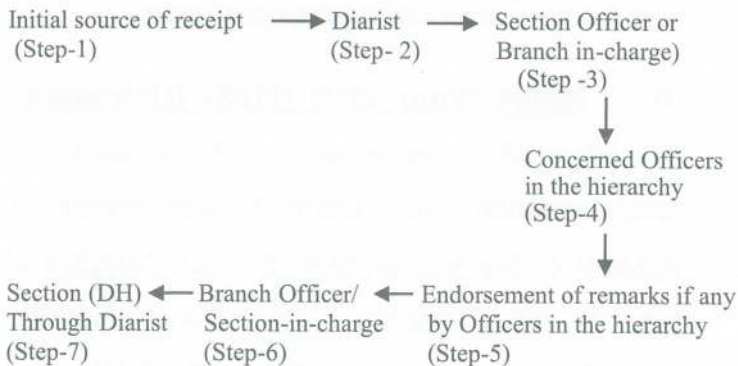
(e) **Multitasking Staff (MTS) (Trained).** (i) Registration of dak; (ii) maintenance of Section Diary and File Movement Register; (iii) typing, comparing, photocopying, faxing, e-mailing etc.; (iv) performing the task of a dealing hand; and (v) any other official task assigned.

(f) **Multitasking Staff (MTS) (Untrained).** (i) Physical maintenance of records of section/branch; (ii) General cleanliness & upkeep of the section/branch; (iii) Carrying of files & other papers within the University; (iv) Photocopying, sending of FAX etc; (v) Other non-clerical work in the section / branch; (vi) Assisting in routine office work like diary, despatch etc. including on computer; (vii) Delivering of Dak (inside & outside the University); (viii) Watch & ward duties; (ix)

Opening & closing of rooms; (x) Cleaning of rooms; (xi) Dusting of furniture etc.; (xii) Cleaning of building, fixture etc.; (xiii) Work related to his ITI qualification, if it exists; (xiv) Driving of vehicles, if in possession of valid driving license; (xv) Upkeep of parks, lawns, potted plants etc.; (xvi) Any other work assigned by superior authority.

6. Management of Dak.

Movement of incoming dak/file (receipts)



7. Receipt of Incoming Dak/Files

(a) During office hours, the incoming dak of the University will be received in the Central Receipt & Issue Section (R & I Section) and the dak addressed to Officers by name will be

received in the Personal Branch of the Officers. However, immediate/important dak will be sent to the Branch/Section Officers forthwith.

(b) In case, an officer is on leave or on training/tour or having retired or left the office after completion of his tenure, the incumbent or the personal staff concerned or the link officer or the officer just below the officer concerned, dealing with the subject will receive the immediate / important dak/file, except classified dak for which link officer arrangement will be utilized. In case none of the above mentioned officers are in position, the R & I section will receive such letters.

(c) Outside the office hours, dak will be received by the person authorised by the university authority.

(d) E-mails addressed to Officers will be downloaded by them or their personal staff.

8. **Registration of incoming dak.**

(a) All covers, except those addressed to Officers by name or those bearing a security

grading, will be opened by the R & I Section and allot central register number and date. R & I Section will hand over the dak to the concerned section/branch/department diarist and obtain their signature in the incoming dak register.

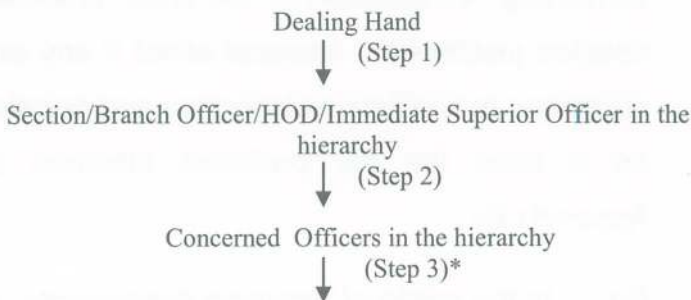
(b) All opened dak as well as the covers of unopened, classified dak, will be date-stamped in a format suitable to the Branch / Section / Department concerned with details including name of the Branch/Section/Department, Date of Receipt and Section Diary Number.

(c) The physical dak (including the fax messages) would be received by various functionaries (e.g. Branch/Section/Department or the personal staff of the officer concerned). It shall be the responsibility of the functionary who first receives the physical dak, to diarize it (in case the enclosures are missing, the concerned official shall take action telephonically or in writing or electronically to obtain the enclosures from the sender).

9. **Distribution of dak.** The receipts may be forwarded to the Officer/Branch/Section/Department concerned. In case of ambiguity, the correspondence may be forwarded as per the instructions of the appropriate authority.

10. **File Management**

Movement of files



***Note:** Prior to putting up the files related to all kind of financial matters to Concerned Officers in the hierarchy, it will be routed through the Officer-in-charge, Accounts Branch directly from the Department / Branch for vetting the financial involvement, denoting budget head and their recommendations / suggestions in terms of relevant rules/regulations and justification of the proposal.

11. Guidelines for noting.

(a) At the top centre in the first page of each noting, name of the section/branch/department should be mentioned. After its three spaces below, the file No. and subject will be shown from the left margin separately. After three spaces from the subject, record the note containing introduction of the case, proposal, detailed justification, financial effect if any and summary to facilitate examination and decision on a case (as per proforma attached as Appendix B) .

(b) In the cases of incoming dak/receipts, all notes should be concise and to the point. Additional material, if any, may be placed in the appendix to the note. Black or Blue ink shall be used by all categories of staff and officers except the Vice Chancellor. In case of hand written noting, only black or blue ink shall be used. All pages will be allotted with page Nos. e.g. 1/N, 2/N, 3/N and so on. All paragraphs, sub paragraphs and sub-sub paragraphs will be denoted with Arabic numerical Nos. e.g. 1, 2, 3,

and so on, small alphabets e.g. (a), (b), (c) and so on; and lowercase roman numerals e.g. (i), (ii), (iii) respectively.

(c) However, in the cases of all kind of finance/fund/grant/maintenance/repair related matters, the following information will invariably be manifested in sequence in the noting:-

(i) Introduction of the case.

(ii) Proposal.

(iii) Detailed justification of the proposal.

(iv) Financial effect (with support of the proof of estimate in the cases of procurement / purchase / **maintenance / repair** of all kind of stores / equipment / infrastructure).

(v) Summary (the relevant rules / provisions for the procurement / purchase/ maintenance / repair should be mentioned in the summary and attested copy of the same should be placed in correspondence side as Appendices to

Note and the page No. of the Appendices should be referred in the note).

(vi) To obtain administrative approval, the file should be routed through Accounts Branch directly from the Department/Branch concerned for vetting its financial involvement and to mention budget head in accordance with rules/regulations/provisions.

(vii) After getting the administrative approval, for expenditure sanction, note will invariably be supported by "call for quotations/tenders issued to minimum three dealers/suppliers having TIN/TAN/GST Number (in case the required item is not available at GeM place), minimum three quotations/tenders, comparative statement duly marked L-1 dealer/supplier, minutes of meeting for opening of quotations, order for purchase/procurement, supply/purchase

order, original bill duly affixed revenue stamp and dealer's signature duly verified and receipted by the Officer-in-Charge, Certified Receipt Voucher(s) vide which the items taken on stock ledger duly signed by the Officer-in-Charge. All these documents will be marked as Appendices to the Note and placed in the correspondence portion of the file in the ibid sequence from bottom to top denoting page Numbers. The Appendices will be marked as Appendix A, Appendix B, Appendix C and so on. The page numbers of the Appendices should be referred in the noting.

(d) The dealing hand/officer, who makes the noting, should append full signature, name, designation and date on the left below the note. Next immediate officer should endorse his recommendations/comments/suggestions with full signature, name, designation and date on the right hand side of the note and mark the file to the next Concerned Officers in the hierarchy as the case may be.

12. Modification of notes.

(a) Officers in the hierarchy should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subject, wherever necessary, correcting or modifying the facts given in earlier notes.

(b) Pasting over a note or a portion of it to conceal, should not be done. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

13. Guidelines to streamline the purchase Procedure.

(a) Fundamental Principles of Public Buying. Rule 144 of GFR-2017 provides that “Every authority delegated with the financial powers of procuring goods in public interest

shall have the responsibilities and accountability to bring **efficiency, economy, and transparency** in matters relating to public procurement and for **fair and equitable treatment of suppliers and promotion of competition** in public procurement”.

(b) It is, therefore, essential that whenever a purchase of goods is required to be made it shall be made efficiently. But, achieving efficiency by compromising economy and transparency cannot be allowed. At the same time, any undesirable delay in the name of economy and transparency cannot be condoned. It is the cardinal principle of public purchase that purchase are efficient, economical and transparent.

(c) In order to ensure financial discipline in purchase, following guidelines are being issued for strict compliance by all concerned:

(i) The proposal for the purchase of any Goods (as defined in Rule 143, GFR-2017) should be initiated by concerned department well in in time so

that purchase can be completed timely in the most transparent manner. The specifications should be generic, broad based and clearly spelt out keeping in view the specific needs for which purchase is being made. The specification so worked out should meet the basic needs of the department without including superfluous and non-essential features, which may result in unwarranted expenditure. Purchase of equipment should be strictly in accordance with the procedure prescribed in GFR-2017.

(ii) For the purchase of general items, the Purchase Department should immediately initiate the process of registration on Government e-market place (GeM). The registration process should be completed on Top Priority. Once registered on GeM, the purchase of the items which are available on GeM should be made through GeM under Rule 149 of GFR-2017.

(iii) Till such time the process of registration of GeM is not completed or in respect of the items which are not available in GeM, purchase of such items may be made by following fair, transparent and reasonable procedure in efficient manner as prescribed under GFR-2017.

(iv) While initiating a proposal for purchase of general items which are purchased frequently, the Purchase Department should prepare realistic estimates on the basis of actual consumption of similar items during recent years. While doing so care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs. If the purchases are required to be made through open tendering effort should be made to enter into Rate Contract so that genuine competitive rates can be obtained through open bidding and actual purchases are made as and when requirements arrive.

(v) A demand of goods should not be divided into small quantities to make piecemeal purchase to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand. Wherever possible demands for similar items should be clubbed in order to get most competitive rates (Rule 151 of GFR-2017).

(vi) Requirements/ demands of works/services/Repair & Maintenance/ AMC of machinery, equipment, furniture, computer, ACs, etc. should be assessed and clubbed as a whole and Annual Rate Contract/AMC through following due procedure may be finalised.

(vii) The Imprest Advance should be utilised only for the purpose of non-recurring and urgent nature expenses. Keeping in mind the maximum limit approved by University from time to time.

(viii) However, before making any purchase of Goods, administrative approval of the Vice Chancellor should be obtained. In the proposal, estimated cost of expenditure involved and sufficient funds are available in concerned Head of Expenditure with a certificate by the proposer branch that due procedure as per GFR-2017 and guidelines issued by the University from time to time will be followed, should be recorded.

(ix) Expenditure Sanction may be obtained after the proposal is thoroughly examined by Finance Accounts (F & A) Department. The Head of F & A Department record a certificate that the proposal is checked and found financially viable as per GFR-2017.

(x) The check list and guidelines for procurement of goods and services are given at Appendix C to this Officer Procedure for reference and compliance.

(d) Purchase of Computer and Peripherals

(i) The Lab-in-charge or Branch-in-charge will propose for the procurement of computer and peripherals based on their requirement on file with suitable note showing the detailed justification of the proposal, brief description of items(s), cost per unit of each item, importance/benefits of its use in department/university, OEMs, Vendors, and other institutes who have purchased such items etc. In case of software, also mention whether the license is annual or perpetual, AMC and updates. Justification of number of seats, modules and comparison with other equivalent software including open source will also be mentioned in the noting. The proposal on file will be supported with the duly completed requisition form as per the proforma given at **Appendix AB** to this manual.

(ii) **Channel and Procedure of Process**

(aa) From user to HoD/
Branch-in-charge for
recommendation.

(ab) HoD/Branch-in-charge
will forward the proposal to Officer-
in-Charge (S&P) with comments/
recommendation.

(ac) Officer-in-Charge (S&P)
will further forward to the Registrar
along with comments/
recommendation.

(ad) After its perusal, the
Registrar will send the proposal to
Accounts Branch for vetting of
financial viability, rules/regulations/
financial instructions/guidelines/
provisions, delegation of financial
powers, budget head and for their
comments / recommendations
thereon.

(ae) Accounts Branch will re-submit the file to Registrar after the vetting.

(af) If budget provisions is there, then to be put up in TEC, DTU if not then submit to VC for Budgetary Approval.

(ag) After the budgetary approval/confirmation of budget provisions, Registrar will send the file to Member Secretary, TEC to examine the proposal and to prepare agenda and put up in TEC. The Agenda should be sent to the members at least 05 working days in advance along with the photocopy of proposal submission form.

(ah) Meeting of TEC will analyse and evaluate the case-to-case/need basis proposals.

(aj) After evaluation, Member Secretary, TEC will issue minutes and return the recommended files to Officer-in-Charge (S&P) and other remaining files to respective department for further necessary action as per the remarks endorsed by the TEC.

(ak) Officer-in-Charge (S&P) will seek administrative approval from Hon'ble VC through pro

(al) Remaining action will be taken as per the guidelines given at para 13 (a) to (c) above.

14. **Streamlining the Working of Engineering Division.** The following guidelines are being issued for strict compliance by all concerned:

(a) Engineering Division should maintain Register of Buildings. The inspection of buildings will be carried out as prescribed in CPWD Maintenance Manual, 2012. Annual action plan will be prepared on the basis of this inspection.

(b) Estimates for various maintenance and repair works should be prepared timely after conducting proper inspection of the buildings. There should not be too many estimates for Annual Repairs or Special Repairs. As far as possible, number of estimates should be restricted by clubbing the similar nature works and open tenders should be invited wherever applicable.

(c) Placing work orders by collecting spot quotations may be resorted only in case of Emergency Works. In cases of **urgency**, work orders can be placed by **inviting open quotations through University Website and notice board but, only after obtaining the prior approval of the Vice Chancellor for the same**. Under normal circumstances no work should be carried out through spot quotations. Further, annual limit as prescribed in CPWD Works Manual, 2014, for work orders should not be crossed.

(d) **Emergency works** means those kinds of works which arise all of sudden and are inescapable requiring immediate action that cannot bear any delay such as earth quakes, floods, fire, war, sudden collapse of building, spread of epidemic, works required to maintain law and order in abnormal situations, restoration of services in case of accidents, any work declared emergent by the Vice Chancellor in public interest etc.

(e) **Urgent Works** means those kinds of works which requires fast start/completion within compressed schedule and are to be taken up on top most priority at the instructions of competent authority. The urgent works need not to be treated at par with the works to be taken up under emergency situations.

(f) Lack of foresightedness at times converts routine works into urgent and results in making compromise with the standard procedure prescribed for e-tendering. By taking timely approvals a lot of so called urgent works can be pre-planned and executed like

any normal work by fulfilling all codal requirements. The financial powers under emergency and urgent situation should be exercised with great caution after watching the financial interest of the University.

(g) Before incurring any expenditure related to new construction, addition and alteration, repairs and maintenance, administrative approval and expenditure sanction should be obtained from the Vice Chancellor.

(h) Any proposal prepared by the Engineering Division which involves financial implications should be examined by the Accounts Branch strictly in accordance with the provisions of CPWD Works Manual, General Financial Rules and other applicable guidelines as may be issued by the University from time to time. A certificate to this effect that "the proposal has been examined and it is found in conformation with the prescribed procedure" should be recorded on the note sheet by the Head, Accounts Branch while recommending any case seeking Administrative Approval and Expenditure Sanction of the Vice Chancellor.

(j) In general, the procedure prescribed in CPWD Works Manual, 2014 and CPWD Maintenance Manual, 2012 should be strictly adhered to with respect to preparation of estimates, inviting tenders, awarding works, execution of works and making payment to the contractors.

15. **Financial Discipline.** General Financial Rules (GFR) 2017 and guidelines by Government of NCT of Delhi are followed by Delhi Technological University. In order to impose financial discipline, all proposals with financial implications must be sent to Vice Chancellor for administrative approval after the examination by Finance Branch. However, financial powers of the officers may continue as per approved guidelines issued from time to time.

16. **Arrangement of papers in a case.** The papers in a case will be arranged in the following order from bottomupwards:

- (a) Reference (Receipt).
- (b) Note for consideration (Noting portion).
- (c) Running summary of facts (in Noting).

(d) Other papers, if any, referred to e.g., extracts of notes or correspondence from other files, copies of orders, notifications, gazettes, proof supporting to the fact brought out in the noting arranged in chronological order, the latest will be placed on the top.

(e) Standing guard file, standing note or reference folder, if any.

(f) Recorded files, if any, arranged in chronological order, the latest being placed on the top.

(g) Appendix to notes and correspondence.

(h) Draft for approval, if any.

(j) Correspondence portion of the current file ending with the latest receipt or issue, as the case may be.

17. **Referencing.**

(a) Every page in each part of the file (viz. Notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series.

Notes will be serially numbered at the middle top as 1/N, 2/N, 3/N and so on; and in the correspondence (receipt and issue), appendix to notes and appendix to correspondence will be serially numbered on the top right hand corner as 1/C, 2/C, 3/C and so on.

(b) The document under consideration on a file shall be flagged as “PUC” and the latest fresh receipt noted upon, as “FR”. If there is more than one “FR” they should be flagged separately as “FR-I”, “FR-II” and so on.

(c) To facilitate the identification of reference to documents contained in other linked files, the number of the file referred to will be quoted invariably in the note. Similarly, the number and date of orders, notifications and the provisions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant section, rule paragraph or clause, referred to should be quoted in the notes.

(d) **Linking of files.** If the issues raised in two or more current files are inter-connected,

the relevant files should be linked. After completion of action, the linked files should be de-linked after taking relevant extracts/copies.

18. **Use of urgency grading.**

(a) The urgency grading advised are “IMMEDIATE”, “PRIORITY” and “TOP PRIORITY”.

(b) The label “IMMEDIATE” will be used only in cases requiring prompt attention. Amongst the rest, the “PRIORITY” label will be used for cases which merit disposal in precedence to others of ordinary nature. “TOP PRIORITY” will be applied in extremely urgent cases. The required labels will be affixed on the top right hand corner of the file cover in capital letters.

(c) The label on the file covers for the “Top Priority” and “Priority” matters are to be labelled/underlined in red colour and green colour respectively, in order to facilitate their identification for urgent dealing.

19. **Forms and Procedure of Communication.**

The different forms of communication, its content and format generally used by the University are reproduced below:-

- (a) **Letter** : Used for correspondence with Government Departments, various constitutional bodies, heads of subordinates officers, public enterprises, statutory bodies and members of the public generally. A letter begins with the salutation "Sir/Madam" as may be appropriate.

Format

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Established by Govt. of Delhi vide Act 6 of 2009
 (Formerly Delhi College of Engineering)



(After 3 spaces)

File No.

(After 3 spaces)

Address

(After 3 spaces)

Subject :Allocation of Funds

(After 3 spaces)

Dear Sir or Dear Madam,

(After 2 to 3 spaces)

With reference to your office letter No. x xxxxxx

(After three spaces)

Dated:

Yours Sincerely,

(After 5 to 9 spaces according to the style/shape of signature)

Sd/- x xxxx

(Name of the Officer)

Designation

(After 2 spaces)

Enclosures :__pages

(After 2 spaces)

File No.

(After 2 spaces)

Copy to for information and similar/necessary action to:

(After 2 spaces)

1. x xxxx

2. x xxxx

(After 5 to 9 spaces according to the style/shape of signature)

Date :

Sd/-x x xxxx

(Name of the Officer)

Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042

(Branch/Department)

Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(b) **Demi-official (D.O.) letter.** Generally used in correspondence between Government Officers for inviting their personal attention on the issue. Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer in the University/Department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed. Communications to non-officials can also take the form of a demi-official letter. The colour code and use of DTU Emblem on D.O. letter will be as per the instructions issued by the University from time to time.

Format

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Name of Officer

Designation

(After 2 spaces)

D.O. No.

Date :

(After 3 spaces)

My dear/Dear Shri...

(After 2 to 3 spaces)

We propose to draw up a model scheme for.A
 copy of the outline prepared in this connection is enclosed.

(After 2 spaces)

I shall be grateful if you would let me have your comments
 as soon as possible. I may add that we intend circulating
 the drafts scheme formally to all departments in due course
 for their comments.

(After 2 spaces)

With regards.

(After 3 spaces)

Yours sincerely,

Sd/-x x xx

(After 2 to 3 spaces)

Name of Addressee

Designation

Postal Address

 Shahabad Daulatpur, Bawana Road, Delhi – 110042, INDIA

 Off. : +91-11-_____, Website : www.dtu.ac.in, e.mail : ____

(c) **Office Memorandum.** Generally used for correspondence with other departments or in calling for information from or conveying information to its employees. It may also use in correspondence with attached and subordinate offices. It is written in the third person and bears no salutation or supersession except the name and designation of the officer signing it.

Format

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(After 3 spaces)

File No :
 (After 3 spaces)

Date :

OFFICE MEMORANDUM
 (After 3 spaces)

Subject :x xxxxx
 (After 3 spaces)

The undersigned is directed to refer to this Department O.M.
 No. dated.
 (After 2 spaces)

Doubts have been expressed whether the provisions of
 .also apply to
 It is clarified that
 (After 5 to 9 spaces)

Sd/- x xxx
 (Name of the signing officer)
 Designation

(After 2 spaces)

(After 2 spaces)
 The Department of

(d) Inter-departmental Note (earlier referred to as U.O. Note i.e. before 7th edition of CSMOP). (i) This form is generally employed for obtaining the advice, views, concurrence or comments of their departments on a proposal or in seeking clarification of the existing rules, instructions etc. It may also be used by a department when consulting its attached and subordinate offices and *vice versa*. (ii) This note may either be recorded on a file referred to another department or may take the form of an independent self-contained note. The subject need not be mentioned when recorded on the file.

Format

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(After 3 spaces)

I.D. NOTE
 (After 3 spaces)

Subject :x xxxxx
 (After 3 spaces)

The present rules regulating the issue of identity cards provide *inter alia* that
 (After 2 spaces)

A question has now arisen whether.

X xxxxx

This department will be grateful for the advice of the
 on the issue raised in Para. 3 above.
 (After 5 to 9 spaces)

Sd/- x xxx
 Name of the signing Officer)
 Designation

(After 2 spaces)

General Administration Branch
 Delhi Technological University
 (After 1 space)

I.D. No.

Dated :

Shahabad Daulatpur, Bawana Road, Delhi – 110042
 (Branch/Department)
 Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(e) **Office Order.** Normally used for issuing instructions meant for internal administration. E.g. grant of regular leave, distribution of work among officers and sections, appointments and transfers etc.

Format



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(After 3 spaces)

File No :
 (After 3 spaces)

Date :

OFFICE ORDER
 (After 3 spaces)

It has been decided to transfer the work relating to
 .fromsection to.section.
 (After 5 to 9 spaces)

Sd/- x xxx
 (Name of the signing officer)
 Designation

(After 2 spaces)

Copy to :
 (After 2 spaces)

1. xxxxx
2. xxxxx

Sd/- x xxx
 (Name of the signing officer)
 Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042
 (Branch/Department)
 Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(f) **Order.** Generally used for issuing certain types of financial sanctions and for communicating government orders in disciplinary cases etc., to the officials concerned.

Format

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File No :
 (After 3 spaces)

Date :

ORDER
 (After 3 spaces)

Sanction of the Vice Chancellor is accorded under Rules. . .
 . . of the, to write-off irrecoverable loss of Rs.
 (Rupees only) being the value of the following
 articles belonging to this University:

(After 2 spaces)

(a) xxxxx

(b) xxxxx

(After 5 to 9 spaces)

Sd/- x xxx
 (Name of the signing officer)
 Designation

(After 2 spaces)

Copy forwarded to :
 (After 2 spaces)

1. xxxxx

2. xxxxx

Sd/- x xxx
 (Name of the signing officer)
 Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042
 (Branch/Department)

Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(g) **Notification.** This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of Gazetted officers etc., through publications in the Gazette of India.

Format

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(After 3 spaces)

File No :
 (After 3 spaces)

Date :

NOTIFICATION
 (After 3 spaces)

The Record Retention schedule in the University is hereby notified as under with immediate effect:
 (After 2 spaces)

Sr. No	Nature of Records	Period of Preservation
1.	All Files other than classified and personal files	3 years
2.		

(After 5 to 9 spaces)

Sd/- x xxx
 (Name of the signing officer)
 Designation

(After 2 spaces)

To
 (After 2 spaces)

1. xxxxx
2. xxxxx

Sd/- x xxx
 (Name of the signing officer)
 Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042
 (Branch/Department)
 Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(h) **Press Communiqué/Note.** This form is used when it is proposed to give wide publicity to a decision of the University. A press communiqué is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.

Format

Not to be published or broadcast before. a.m. /p.m.
on

Day, the2018.

(After 3 spaces)

PRESS COMMUNIQUE / NOTE

(After 3 spaces)

In response to the public demand, the University have appointed a committee to go into the problem of and make suitable recommendations to the University.

The committee will consist of Shri. as Chairperson and the following are members:

(a)

(b)

(c)

In making its recommendations, the committee is expected to give consideration to the following matters:

(a)

(b)

The committee is expected to submit its report to the University by

(After 3 spaces)



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No
 (After 3 spaces)
 Delhi, the2018
 (After 3 spaces)

Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, New Delhi, for issuing the communiqué and giving it wide publicity.

(After 5 to 9 spaces)

Sd/- x xxx
 (Name of signing officer)
 Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042

(Branch/Department)

Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(j) **Endorsement.** This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally this form will not be used in communicating copies to State Governments. The appropriate form for such communication should be a letter.

Format

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(After 3 spaces)

File No :

(After 3 spaces)

Date :

ENDORSEMENT

(After 3 spaces)

A copy each of the undermentioned papers is forwarded for information and necessary action.

(After 5 to 9 spaces)

Sd/- x xxx

(Name of the signing officer)

Designation

(After 2 spaces)

List of papers forwarded:

(After 2 spaces)

(1)

(2)

(3)

(After 3 spaces)

1. XXXXX

2. XXXXX

Shahabad Daulatpur, Bawana Road, Delhi – 110042

(Branch/Department)

Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(k) **Circular.** This form is used when important and urgent external communications received or important and urgent decisions taken internally have to be circulated within the University for Information and compliance by a large number of employees.

Format

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(After 3 spaces)

No :

(After 3 spaces)

Date :

CIRCULAR

(After 3 spaces)

In pursuance of GNCTD notification No. dated ,
 the undersigned is directed to convey the approval of the
 Competent Authority to declare Monday, the 10th
 ., 2018 as holiday on account of

(After 5 to 9 spaces)

Sd/- x xxx

(Name of the signing officer)

Designation

(After 2 spaces)

No :

Date :

Copy to :

(After 2 spaces)

1. xxxxx
2. xxxxx

Sd/- x xxx

(Name of the signing officer)

Designation

Shahabad Daulatpur, Bawana Road, Delhi – 110042

(Branch/Department)

Tele. No. X XXX, Fax No. X XXX , e-mail- X XXX

(l) **Minutes.** A record of discussions is prepared immediately after the meeting and circulated to the other Branches/Departments concerned, giving date/time/venue of the meeting held, who chaired the meeting and list of participants, setting out the conclusions reached and indicating the Branch(es) / Department(s) responsible for taking further action on each decision. In case it is perceived by a participant of the meeting, that the minutes recorded are not as per the understanding/perception of the participant, the same may be immediately referred in writing to the authority which has issued the minutes.

Modes of Communications may be decided depending on the nature and urgency of the decision to be conveyed.

20. **Drafting of Communication**

(a) **Procedure for drafting.** Draft is not required to be prepared in straight-forward cases or those for which standard forms of communication exist.

(b) **General instructions for drafting.**A

(Accuracy), B (Brevity) and C (Clarity and Coherence) are the key words for effective communication.

(i) **Accuracy.** Accuracy means grammatical correctness.

(ii) **Brevity.** Brevity means pruning away useless words. We should avoid repetition and redundancy.

(iii) **Clarity.** Clarity in drafting means, the ability to state our thoughts without any ambiguity. It is unnecessary to use a polysyllabic word where a monosyllabic one will do. Needless use of long words or abstract words results in obscurity.

(iv) Coherence in writing means that every paragraph should follow logically from the one preceding it and every sentence in a paragraph should follow logically from the one preceding it. Coherence is achieved by using cohesive devices like pronouns,

synonyms, connectives and judicious repetition of key words.

(v) Use short, simple and comprehensive words/sentences.

(vi) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done on the margin of the draft.

(vii) The name, designation, telephone number, fax number and e-mail (wherever applicable) of the officer signing the communication shall be indicated in the communication.

21. **Addressing communications to officers by name.** Normally no communication, other than that of a classified nature or a demi-official letter, shall be addressed or marked to an officer by name, unless it

is intended that the matter raised therein shall receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

22. **File Numbering System.** Normally, no files should be opened for dealing with each receipt of routine nature. The following file numbering systems should be used:

- (a) There should be a separate file for each distinct aspect of the subject.
- (b) If the issue raised in the fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it by placing photocopies of relevant extracts.
- (c) The dealing hand will propose a suitable title subject to the new file to review by the Section/Branch Officer/HOD/Officer-in-charge.
- (d) After the review, the dealing hand will affix/write the File No., Name of Department/

Branch/Section, Subject, Date of opening, Year at the front middle of the new file as per the proforma attached as Appedix A.

(e) Simultaneously, the dealing hand will make entry of the File No, Subject, and date of opening etc. in the File Register as perproforma attached as Appendix D. Each page of the File Register will be allotted to each serial/subject file.

(f) All the elements in the file number will be separated from one another by a slant stroke. Thus, the files opened in say, Vigilance Section during 2017, bearing File Register entry Serial Number "123" will be numbered consecutively as DTU/VIG/123/2017 etc. and so on, where DTU represents the University, VIG represents the section, 123 represents File Register entry Serial Number and 2017 represents the year of opening the subject file.

(g) Separate File Register will be maintained for classified files/documents. The classified files/documents will be handled by authorised persons only.

(h) **Part File.** If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. Where two or more part files are opened, each will be identified by a distinct number, e.g. Part File I, Part File II and so on. Once the main file returns, the part files will be merged with it, after removing duplicate papers, if any.

(j) **Volume No. of File.** When the 'Notes' plus the 'Correspondence' portion of the file become bulky (say exceeds 150 to 200 pages) it will be marked 'Volume-I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume-II' and so on.

(k) **Transfer, reconstruction and numbering of files.** Whenever work is transferred from one department / branch / section to another, the former shall transfer all the related records including file both current and closed to the latter. In case of transfer of

files from one Department to the other a list will be prepared and approval of the competent authority be taken. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavour should be to close them at the earliest possible stage and open new files according to the Department's / Branch's / Section's own scheme for dealing with the matter further and also appropriate entry will be made in the File Register for further maintenance.

A paper based file will be reconstructed if it is misplaced. The copies of the various correspondences will be obtained from the corresponding department and papers will be arranged in chronological orders and a new duplicate file prepared. A self-contained note will be prepared based on the correspondences.

(l) **Movement of files.** Movement of files should be entered in the file movement register

and peon book. This may also be done through the electronic based File Tracking System, in case the files are forwarded to other establishment / organisation.

23. **Records management.** Each Department/Branch/Section will be maintained the following registers/books separately in addition to the other records being maintained by them:-

- (a) File Register (as per Appendix D)
- (b) Dak Register (as per Appendix E)
- (c) Personal Section Diary (as per Appendix F)
- (d) Assistant's Diary (as per Appendix G)
- (e) File movement Register (as per Appendix H)
- (f) Peon Book (as per Appendix J)
- (g) Statement Showing Particulars of Receipts/Cases in Hand For More Than 7 days (as per Appendix K). Section Officer/Branch-in-Charge will be seen the statement atleast once in a week to ensure clearance of pending.

(h) Weekly Arrear Statement Consolidated Form for the Section as a Whole (as per Appendix L). Section Officer/Branch-in-Charge will be seen the statement atleast once in a week to ensure clearance of pending.

24. **Activities involved in records management.**

Records management covers the activities concerning mainly recording, retention, retrieval and disposal through weeding out. Files and other records required permanent retention should be transferred to Central Record Room with appropriate record for future reference. Each Department/Branch is expected to issue suitable instructions to regulate and review of records.

25. **Retention and Weeding out of files and other records.**

The files and other records should be preserved for the period as notified vide this University's Notification No. DTU/Record Office/02/2011-12/113-123/S&P dated 16.10.2012 and No. F.DTU/COE/OO/2017-18/12062 dated 22.08.2017. Copy of these notifications are appended to this office procedure as Appendices M and N respectively for implementation.

Department/Branch/Section wise weeding out of obsolete files and other records should be carried out in accordance with the ibid notifications as per the instructions issued from the office of the Registrar from time to time.

26. **Security of Official Information and Documents.**

(a) **Communication of official information.** Every officer/official of this University should, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to an officer/official or others).

(b) **Treatment of classified documents/materials.**

(i) The provisions contained in this order apply primarily to unclassified papers. In

handling classified papers, the official concerned will exercise special care. Classified papers are expected to be handled either by officers themselves or in sections designated.

(ii) A separate set of registers and other records (e.g., dak register, section diary, file register, file movement register will be maintained by Section Officer herself/himself.

(iii) The recording of such files and their review is also undertaken by him personally.

(iv) Every classified file should be reviewed once in five years for declassification. A declassified file considered fit for permanent preservation will be transferred to the Record Office with proper record.

(v) For the purpose of attending meetings/discussions outside office, an officer not below the level of Section

Officer may carry confidential papers /files.

(c) **Communication of information to the press.**

(i) Official information to the press and other news media, i.e. newspaper, radio and television, shall normally be communicated through the Registrar/PRO.

(ii) Any officer/official, if approached by a representative of the press, will direct them to the Registrar/PRO or the officer authorized or shall seek the permission of the Vice Chancellor before meeting the press.

27. **Timely Disposal of receipts (Incoming Dak/ Files).** Time limits will be fixed for disposal of as many types of cases as possible. As a general rule, incoming dak/files will be cleared within three working days and no official should keep a case pending for more than 7 working days unless higher limits have been prescribed for specific types of

cases. In case of a case/file is kept with an official for more than the stipulated time limit, an explanation for keeping it pending should be recorded on the note portion by him/her.

CHAPTER II
PROCUREMENT AND ACCOUNTING OF
MATERIALS

28. **Responsibility of Indenters.** The Officer-in-Charge of the Branches/Labs/HOD of Departments are responsible for ensuring that the demands of goods and services are correctly framed in conformity with the general rules and guidelines given at the **Appendix C** to this manual and in the case of consumable stores, such quantity as is necessary having regard to any unused balance in hand only is demanded.

29. **Preparation of Indents.** The following points will be observed while preparing indents.

(a) Demands except for office stationery will be prepared and processed on file in accordance with the specified Rules of GFR 2017 under which the procurement is required to be carried out along with its estimate.

(b) Demands for office stationery will be placed on separate Indent Book which is being issued by OIC (S & P).

(c) Separate indents will be prepared for Technical Equipment, replacement for those rendered beyond economical repair or unserviceable, replacement for quantity lost, as first demand for special purposes such as for research, innovation etc.

(d) Replacement demands will be accompanied with any of the following:-

(i) Original copy of condemnation board proceedings and details of its disposal.

(ii) CTC of Investigation report and the decision thereon, in case of lost/ deficiencies.

(iii) Inspection reports.

(iv) Beyond Economical certificates (Conditioning certificates).

30. **Accounting of Materials/Stores**. Regular and correct accounting will minimize the chances of pilferage and loss of materials/stores. Besides, this help in making adequate and timely provision of

stores and obviates unnecessary accumulation of stocks which may urgently be required elsewhere.

31. **Receipt of goods and materials from private suppliers.**

While receiving goods and materials from a supplier, the Officer-in-Charge of stores/department should refer to the relevant contract terms& conditions and follow the prescribed procedure for receiving the materials.

All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct as per the demand and invoices/bills, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.

32. **Accounting of Materials/goods.** The following documents are used for proper accounting of materials/goods:-

(a) **Invoices/Bills of the materials.** The Invoice/Bill is issued by the supplier alongwith the materials/stores at the time of its procurement. It is an auditable document.

(b) **Receipt Voucher (RV)/Issue Voucher (IV)/Certified Receipt Voucher**

(CRV)/Certified Issue Voucher (CIV). This form is used for various purposes such as for issuing materials from main stores/one department / branch to other department / branches / within a department and vice versa. While issuing materials this form is prepared in triplicate as **Issue Voucher**. Two copies will be given to the receiving authority. Out of this two copies one copy will be returned to the issuing authority duly receipted i.e. with the signature of the receiving authority with rubber stamp and quoting their Receipt Number and date. Thus the receipted copy of the Issue Voucher is became as **Receipt Voucher**. This RV will be linked with IV by the issuing authority and kept in guard file for audit purpose.

After the visual/technical inspection of the materials/goods received from supplier, this form is used for preparing a “**Certified Receipt Voucher (CRV)**” by the Officer-in-Charge of the store in terms of the material purchased from which supplier, invoice/bill number, quantity, amount etc. Thereafter the material shall be taken on appropriate Stock Ledger charge by means of the CRV. When any item found surplus, CRV is prepared to be taken on stock ledger charge.

When any item required to be charged off from stock ledger on being found to be deficient or locally destroyed/disposed off being unserviceable etc. this form is prepared as **Certified Issue Voucher (CIV)**. Proforma of the RV/IV/CRV/CIV is placed as **Appendix O** to this manual.

(c) **Stock Ledger.** Just as Govt. money is accounted for, similarly all kind of stores/materials irrespective of its cost and quantity procured by the University are required to be accounted for. These account

books and connected documents are subject to audit. Thus all materials procured by the University are accounted for in an account book which is called as Stock Ledger.

A **Stock Ledger** consists minimum 100 sheets. A stock ledger sheet has two pages. The front page is used for making entries of all receipts and issues of materials. The reverse page is used for making record of distribution of the materials within the University/departments. Proforma of the first page and reverse page of the Stock Ledger are placed as **Appendices P and Q** respectively to this manual.

33. **Objects of maintenance of Stock Ledger**

- (a) To find the correct position of each item i.e. procured, holding and distribution within University/Departments/Branches.
- (b) To take timely action for demanding /procurement.
- (c) To have deterrent effect on theft, fraud and loss.
- (d) To meet audit requirement.

- (e) To ensure accountability.

34. **Composition and procedure for maintaining Stock Ledger.** To maintain the essential records following forms / papers are used to make a Stock ledger :-

- (a) Stock Ledger Cover.
- (b) Minimum 100 Ledger Sheets
- (c) A certificate at the first page will be signed by the Officer-in-Charge. The certificate may be recorded as ***“It is certified that this stock ledger opened on _____ and contains ____ pages from 01 to which are serially numbered and initialled”***.
- (d) Record of Monthly Inspection of the Stock Register as per the **Appendix R** to this manual.
- (e) An alphabetical Index showing the nomenclature of each item and the page number on which it appears.
- (f) Record of verification of stores.
- (g) Blank pages for audit endorsement.

- (h) Separate ledger sheet will be used for each item.
- (j) The account will be by unit i.e. numbers, pairs, weight or length only. Items will be accounted for by quantity only. Condition will not be shown.
- (k) All pages will be numbered serially and certificate as regards the total number of pages will be endorsed at the first page.
- (l) Location of stocks or distributions within the university / departments / branches will be shown on the reverse of the ledger sheet. Distribution within the university / departments / branches plus stocks in the stores must at all times tally with the last entry in the balance column on the front side of the ledger sheet .
- (m) All Issue Vouchers (IVs) / Receipt Vouchers (RVs)/Certified Receipt Vouchers (CRVs)/Certified Issue Vouchers (CIVs) must be posted in the Stock Ledger without delay and after posting the ledger No. and page No. on which accounts have been posted should be

entered against the relevant item on the Voucher.

(n) All ledger sheets will bear the departments'/braches' rubberstamp and it will be authenticated by the officer-in-charge.

(o) Each posting on the ledger will be initialled by the officer-in-charge.

(p) Erasing or over-writing are not permitted in the ledger. Any correction necessitated will be neatly scored and signed by the officer-in-charge.

(q) The ledger together with the supporting documents should be made available for audit by Audit Party. Every effort should be made to settle Audit Paras raised by auditors on the spot.

(r) Stock Ledger is intended to least for a period of 10 years.

(s) The dealing hand will affix/write the Stock Ledger No., Name of Department / Branch/Section, Subject, Date of opening and

Year at the front middle of the Stock Ledger as per the similar proforma attached as **Appendix A.**

(t) Simultaneously, the dealing hand will make entry of the Stock Ledger No., Subject, and date of opening etc. in a Master Register of Stock Ledger as per the similar proforma attached as **Appendix D.** Each page of the Master Register will be allotted to each serial/subject of stock ledger.

(u) All the elements in the stock ledger number will be separated from one another by a slant stroke. Thus, the stock register opened for furniture in say, Establishment Branch during 2019, bearing Master Register entry Serial Number "10" will be numbered consecutively as DTU/Estt./Fur./10/2019 etc. and so on, where DTU represents the University, Estt. represents the Branch, Fur. represents the category of entity (i.e. furniture), 10 represents Master Register entry Serial Number and 2019 represents the year of opening the subject stock ledger.

35. **Categories for which Different Type of Stock Ledgers and Maintenance.** According to the type

of entities/goods the following kinds of stock ledgers are used for its easy dealing/accounting:-

- (a) University Vehicles Register
- (b) Consumable (such as office stationery, chemicals, maintenance spare parts, etc.)
Stores Stock Ledger (Appendices P & Q)
- (c) Non-consumable Stores Stock Ledger
(Appendices P & Q)
- (d) Office Equipment Stock Ledger
(Appendices P & Q)
- (e) Fixed assets Stock Ledger such as plant, machinery, equipment, building, furniture, fixtures etc. (in the form of GFR 22 as per Appendix S to this manual).
- (f) Married accommodation inventory Stock Ledger (Appendix S).
- (g) Library books Stock Ledger (in the form GFR 18 as per Appendix T to this manual).

(h) Assets of historical/artistic value held by museum/departments in the form GFR 24 as per Appendix Uto this manual).

Note- These Stock Ledgers can be supplemented with additional details by departments/branches as required.

36. **Custody of goods and materials.** The Officer-in-Charge of stores/branch-in-charge having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining are required temperature, dust-free environment, etc. (Rule 210 of GFR 2017 refers).

37. **Stock Checking of Materials/Goods.** All the properties, goods, equipment and other materials of the university / all departments / branches holding the position as on 31st March of every year should be physically verified with the corresponding stock ledgers by Board of Officers/Committee constituted by the competent authority or as and when desired by

the competent authority (Clause 7 (12) of the DTU (First) Statutes, 2009 refers).

38. Physical verification of Fixed Assets

The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding Stock Ledger. Discrepancies, if any, shall be promptly investigated and brought to account (Rule 213 of GFR 2017 refers).

39. Physical Verification of Consumable Stores.

A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock ledger for appropriate action by the competent authority (Rule 213 of GFR 2017 refers).

40. Procedure for Verification

- (a) Verification shall always be made in the presence of the officer, who responsible for the custody of the inventory/materials being verified.

(b) A certificate of Annual Stock Verification along with the findings shall be recorded in the stock ledger by the Chairperson of the Committee/Board of Officers. The certificate may be recorded as ***“Certified that the Annual Stock Verification has been carried out on 31.03.____ and found that the stock balance is correct as per the stock ledger”***.

(c) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rule 33 to 38 of GFR 2017.

41. **Physical verification of library books**

(a) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty five thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical

verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

(b) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000.00 and rare books irrespective of value shall invariably be investigated and appropriate action taken (Rule 215 of GFR 2017).

42. **Transfer of charge of goods, materials, etc.**

In case of transfer/change of Officer-in-Charge of the goods, materials etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. The

statement will be countersigned by the immediate superior authority. After that a copy of the countersigned statement will be retained by the countersigning authority, the relieving officer and the relieved officer (Rule 216 of GFR 2017).

43. **Disposal of Goods/Materials**

(a) The competent authority may, at his discretion, constitute a committee/board of officers at appropriate level to declare items as surplus or obsolete or unserviceable.

(b) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the department/branch. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the committee/board on its board proceedings.

(c) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized.

A report of stores for disposal shall be prepared in Form GFR 10 which is placed as **Appendix V** to this manual.

(d) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of any person, responsibility for the same should be fixed.

44. **Sale of Hazardous waste/Scrap Batteries/Electronic Waste**. Scrap lots comprising of hazardous waste, batteries, etc. shall be sold keeping in view the extant guidelines of Ministry of Environment and Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/pre-processor agency (Rule 217 of GFR 2017).

45. **Mode of Disposal**

(a) Surplus or obsolete or unserviceable goods of assessed residual value above Rs. Two Lac should be disposed of by obtaining

bids through advertised tender or public auction.

(b) For Surplus or obsolete or unserviceable goods with residual value less than Rs. Two Lac, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Departments/Branches should, as far as possible prepare a list of such goods.

(c) Certain surplus or obsolete unserviceable goods such as expired medicines, food grain etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

(d) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency,

negotiable instruments, receipt books, stamps, security press, etc.) should be disposed of/destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence (Rule 218 of GFR 2017 refers).

46. **Disposal through Advertised Tender.**

(a) The broad steps to be adopted for this purpose are as follows:-

- (i) Preparation of bidding documents.
- (ii) Invitation of tender for the surplus/unserviceable goods to be sold.
- (iii) Opening of bids.
- (iv) Analysis and evaluation of bids received.
- (v) Selection of highest responsive bidder.
- (vi) Collection of sale value from the selected bidder.

(vii) Issue of sale release order to the selected bidder.

(viii) Release of the sold surplus/unserviceable goods to the selected bidder.

(ix) Return of bid security to unsuccessful bidders.

(x) Deposit the sale amount into University Account and keep its receipt for audit purpose.

(xi) Charge off the goods/materials from Stock Ledger by means of CIV in compliance with the approval by the competent authority based on the recommendation of the committee/board of officers.

47. The important aspects to be kept in view while disposing the goods through advertised tender are as under:-

(a) The basic principle for sale of such goods through advertised tender is ensuring

transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.

(b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.

(d) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.

(e) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such

negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).

(f) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder at the price offered by the highest acceptable bidder.

(g) Full payment i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.

(h) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.

(j) Late bids i.e. bids received after the specified date and time of receipt should not to be considered (Rule 219 of GFR 2017 refers).

48. **Disposal through Auction**

(a) The concerned Department / Branch / OIC (S & P) or a committee constituted by the competent authority may undertake auction of goods to be disposed of either directly or through approved auctioneers.

(b) The basic principle to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale, etc., should be given wide publicity in the same manner as is done in case of advertised tender.

(c) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale, etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.

(d) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty five per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-call-receipt (DACR), drawn in favour of the University. The goods should be handed over to the successful bidder only after receiving the balance payment.

(e) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Accounts Department of the University (Rule 220 of GFR 2017).

(f) Deposit the sale amount into University Account and keep its receipt for audit purpose.

(g) Charge off the goods/materials from Stock Ledger by means of CIV in compliance with the approval by the competent authority

based on the recommendation of the committee/board of officers.

49. **Disposal at scrap value or by other modes**

The obsolete or unserviceable item may dispose of at its scrap value with the approval of the competent authority in consultation with Accounts Branch. In case the University is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner (Rule 221 of GFR 2017).

A sale account should be prepared for goods disposed of in Form GFR 11(as per **Appendix W** attached to this manual)duly signed by the officer who supervised the sale or auction (Rule 222 of GFR 2017).

50. **Power to write off**

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in Government accounts is involved.

Powers to write off of losses are available under the Delegation of Financial Power Rules (Rule 223(1) of GFR 2017 refers).

51. **Losses due to depreciation**

Losses due to depreciation shall be analyzed and recorded under following heads, as applicable (Rule 223 (2) of GFR 2017 refers):-

- (a) Normal fluctuation of market prices
- (b) Normal wear and tear
- (c) Lack of foresight in regulating purchase
- (d) Negligence after purchase

52. **Losses not due to depreciation**

Losses not due to depreciation shall be grouped under the following heads (Rule 223 (3) of GFR 2017 refers):-

- (a) Losses due to theft or fraud
- (b) Losses due to neglect

(c) Anticipated losses on account of obsolescence of stores or of purchase in excess of requirements

(d) Losses due to damage

(e) Losses due to extraordinary situations under "Force Majeure" conditions like fire, flood, enemy action, etc.

53. **Disposal of Scrap Value**

The sale amount of scrap/unserviceable items will be deposited into University Accounts concerned and its receipt will be kept in the concerned file which is subject to audit.

54. **Accounting of surplus serviceable items**

The serviceable items/stores found surplus may take on stock ledger charge by means of CRV with the approval of the competent authority.

55. **Accounting of Disposed/Destroyed items**

All the disposed/destroyed items will be charged off from stock ledger by means of CIV in

compliance with the board proceedings and the approval of the competent authority thereon.

56. **Numbering System of Entities.**

All kind of entities of the university/ departments/branches are accounted for category wise in respective stock ledgers. The following entity numbering systems should be used for office equipment, lab equipment, furniture etc.:-

(a) There should be separate stock ledger for each category of entity as specified at Para 35 above.

(b) All entities like furniture, office equipment, lab equipment, machinery will be suitably labelled with white paint at itsobverse side.

(c) All the elements in the label style will be separated for each type of entity by a slant stroke. Thus, anentity received by CSE Department and taken on ledger charge during 2019, will be marked as DTU/CSE/25/10/2019 etc. and so on, where DTU represents the University, CSE represents the Department, 25

represents the page number of stock ledger on which the entity was taken oncharge, 10 represents the department's stock ledger number and 2019 represents the year of procurement/receipt.

CHAPTER III

DOCUMENTATION

57. Introduction

Accurate documentation is essential for the efficient administration of an organisation/ establishment. It ensures timely admissibility of pay and allowances, grant of promotion, proper selection of personnel for appointment, expeditious settlement of pensionary claims. Correct documentation also ensures proper statistical assessment and manpower planning at various level. It is, therefore necessary that responsibilities in regard to documentation procedure are clearly understood by all concerned.

The term 'document' applies to all official matters recorded on paper/register/ledger/hard disk. The details documentation pertaining to Staff Duty and Materials are given at Chapter I and II ante respectively. However, the term documentation as far as personnel is concerned refer to only those matters recorded on paper/register/hard disk which involves an individual that is to say that, notification

and recording of personal occurrences affecting the individual.

58. Type of Documents

According to the importance and maintenance the documents are divided into the following three types :-

(a) Staff duty documents (Chapter I refers).

(b) Materials documents (Chapter II refers).

(c) Service documents of Personnel. The service documents are again divided into the following three types:-

- (i) Basic documents
- (ii) University documents
- (iii) Personal documents

59. Basic Documents

The main documents of personnel taken on record at the time of entry into service containing information in regard to their personal and service particulars are called basic documents are including

in basic documents. After joining the selected candidates all documents will be cross examined with the relevant documents/records.

- (a) Application Form
- (b) Admit Card for tests/interviews
- (c) Joining Letter
- (d) Joining Report
- (e) Photograph
- (f) Attested copies of education certificates.
- (g) Experience certificate(s)
- (h) Bio-data.
- (j) Proof of age/Matriculation Certificate, where applicable
- (k) Medical Examination Certificate

60. University Documents

The documents of a person maintained by the administrative authority are called university documents. The following are the university documents :-

- (a) Verification Roll
- (b) Service Book
- (c) Personal files
- (d) Nomination Forms
- (e) Family Details
- (f) First Return of Movable, Immovable and Valuable Property in accordance with Rule 18 of CCS (Conduct) Rules, 1964 at the time of joining the service (**as per Appendix Y and its Annexures I to V**). (It will be kept in Personal File).
- (g) Annual Immovable Property Return (AIPR)
- (h) Annual Performance Assessment Report (APAR)

61. Personal Documents

The documents held in the personal custody of an individual are personal documents i.e. Pay Slip, Identity Card and any personal file maintained by an individual.

There are some more documents for personnel which are prepared only on occurrence of particular casualty to an individual while in service. All such documents are to be submitted to the administrative authority along with its supporting documents for recording in the service book. Some of these documents are as under :-

- (a) CTC of Education Certificates.
- (b) CTC of Course Reports
- (c) Medical Reports of injury and other casualties
- (d) Declaration certificate and nomination forms on marriage, birth/death of dependents along with relevant certificates issued by concerned civil authority.

62. Importance of accurate documentation.

Accurate documentation is essential for the following purposes :-

- (a) Selection of suitable personnel to make promotion and to fill various appointments.
- (b) Early settlement of accounts in respect of retired personnel.
- (c) Expeditious settlement of pensionary claims.
- (d) Timely payment of dues accrued to all serving personnel.
- (e) To feed statistical data to various offices for planning purposes, i.e. intake & wastages and to detail for exceptional duties.
- (f) Grant of honours and awards.

63. Main Links in the Chain of Documentation

The main links in the chain of documentation are as under :-

- (a) The individual concerned

- (b) The department/branch in which the individual is posted
- (c) The Administrative Authority
- (d) The Pay Accounts Office

64. **Responsibilities of the Individual.** The individual is responsible for the following :-

- (a) Furnishing accurate information relating to himself and his family at the time of entry into service.
- (b) At the time of the appointment, declare the date of birth by the Christian era with confirmatory documentary evidence such as a Matriculation Certificate, where prescribed qualification for appointment is Matriculation or above. In other cases Municipal Birth Certificate or Certificate from the recognized school last attended shall be treated as a valid document.
- (c) Reporting all changes and occurrences concerning him and his family promptly and accurately.

(d) The safe custody at all times of such personal documents are entrusted to him and reporting the loss thereof to his administrative authority through proper channel forthwith.

(e) Acquainting himself with all the entries recorded in his service documents and promptly and reporting discrepancies if any to his administrative authority through normal channels.

(f) Ensuring that neither he nor any one else tampers with entries recorded in his personal documents.

(g) Acquainting himself the timely reporting and reviewing of his APARs and receipt of the same in the Vigilance Branch. Ensuring that the reviewed APARs has been seen.

(h) Ensuring that the AIPR for the preceding calendar year ending 31st December has submitted to the administrative authority (Vigilance Branch) by 31st January of the current year.

(j) Ensuring that he receive his correct entitlements of pay and allowances of his services that he is receiving either more or less than his entitlements he should immediately made a report to his administrative authority through normal channel.

65. **Responsibilities of the department/branch in which the individual posted.** As far as documentation is concerned, the officer-in-charge of the department/branch is responsible :-

(a) To ensure that the responsibilities enumerated in Para 64 above are explained to and understood by all faculty members and staff posted in the department/branch.

(b) To ensure that the timely submission of APARs and AIPRs to the Administrative Authority and maintain its records.

(c) To ensure that the timely report of unauthorised absence of individuals, if any, to the administrative authority.

(d) To ensure that the department's/branch's offices are well

organised and the staffs are fully conversant with their duties. He will also ensure that the clerical staff are rotated to each section/cell so that they are aware of the job of the entire department/branch.

(e) He will ensure that new staff posted to the department/branch are given good advice, guidance and training for effective and efficient output.

(f) Leave of all staff will be well planned keeping in view of the various commitments of the department/branch.

66. **Responsibilities of the Administrative Authority.** The Administrative Authority is responsible for the following :-

(a) For maintenance of basic and university documents of all personnel of the university and ensuring that these are kept up-to-date and in safe custody at all times.

(b) For making entries of changes and personal occurrences in the servicebook duly

supported by relevant documents and attesting such entries.

(c) For maintenance of category wise lists of all employees and ensuring these are kept up-to-date at all times.

(d) For issuing reminders to complete the APARs and AIPRs.

(e) To ensure proper and prompt dissemination of orders/instructions received from higher authorities and other information regarding promotions, appointments, pay and other matters to the departments/branches/individuals.

(f) Raise observations on inaccurate, incomplete and missing documents received from departments/branches/individuals and progress rectification of discrepancies till finally settled.

(g) Prepare and maintain registers/documents required in connection with promotions, appointments, posting and

transfers, statistics and other subjects dealt with by the Administrative Authority.

(h) Maintain and keep in safe custody of basic and university documents in respect of serving and retired personnel for such periods prescribed from time to time.

(j) Timely preparation of pension documents and its onward submission and maintain pension register for all types of pensions.

(k) Issue and periodical review of orders/Instructions for the guidance on important matters pertaining to documentation and other subjects dealt with by Administrative Authority.

(l) Timely fixation and provision of pay and allowances to personnel.

(m) Maintain close liaison with the Pay Accounts Office and ensure expeditious final settlement of pension claims and post retirement accounts claims.

67. **Responsibilities of Pay Accounts Office (PAO)**. The PAO is responsible for the following :-

- (a) Pre-audit of service gratuity/commutation claims, authorization of their payment and enfacing of the service book.
- (b) Pre-audit of pension claims and its onward submission to pension sanctioning authority.
- (c) Verification of former service claims.
- (d) Submission of statistical information relating to the pay accounts of individual as required from time to time.
- (e) Submission of audit reports on cases having financial implications sent by the administrative authorities, to higher authorities or where such a report is called from by higher authorities.
- (f) Finalisation of accounts and issue of Last Pay Certificate.

(g) Recording particulars of 'Last Pay Drawn' in the service book of the individual at the time of final settlement of accounts.

CHAPTER IV
MISCELLANEOUS SUBJECTS

68. **Handing/taking over of Charge**

(a) **In cases in which the transfer of charge not involves assumption of responsibility for cash, stores etc.** A report

of transfer of a Gazetted Government servant duly made in Form GFR 16 (**Appendix X** to this manual) and signed both by the relieved and relieving Government servants, shall be sent on the same day to the Head of the Department or other Controlling Officers concerned except in the following types of cases in respect of which report of transfer of charge need not be signed both by the relieving and relieved Government servants simultaneously and may be sent independently (Rule 286 (1) of GFR 2017 refers):-

(i) Where a Gazetted Government servant assumes charge of a newly created or vacant post or relinquishes charge of a post which has been abolished.

(ii) Where a Gazetted Government servant vacates a post for a short period and no formal appointment or officiating arrangement is made in his place.

(iii) Where due to administrative exigencies a government servant is required to move to another post relinquishing his post against local arrangement.

(b) **In cases in which the transfer of charge involves assumption of responsibility for cash, stores etc.,** the following instructions should be observed (Rule 286(2) of GFR 2017):-

(i) The Cash Book or Imprest Account should be closed on the date of transfer and a note recorded in it over the signatures of both the relieved and the relieving Government servants, showing the cash and imprest balances and the number of unused cheques/receipt books, if any, made over and received by them respectively.

(ii) The relieving Government servant should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice to the incoming officer.

(iii) In the case of any sudden casualty occurring or any emergent necessity arising for a Government servant to relinquish his charge, the next senior officer of the department present shall take charge. When the person who takes charge is not a Gazetted Government servant, he must at once report the circumstances to his immediate departmental superior and obtain orders as to the cash in hand, if any.

(c) **Handing/Taking over of charge of Audit/Accounts Officer**

The additional procedure to be followed by an Audit Officer or Accounts Officer, etc., in making over charge of his functions in connection with the Charitable Endowments

and other Trust Accounts is laid down in Appendix-8 to GFR 2017 (Rule 286(3) of GFR 2017 refers).

(d) **Handing/Taking over of charge of Section Officers/Senior Office Assistants/Office Assistants/Junior Office Assistants/Store Holders/Lab-in-Charge/Library-in-charge and their equivalent staff.** All the staff in these categories will be handed/taken over their charges and responsibilities properly while relieving/assuming the duty by giving a certificate as given below, except in the similar types of cases mentioned at para 68 (a) (i), (ii) and (iii) above:-

HANDING/TAKING OVER CERTIFICATE
OF (Branch/Deptt. Etc.)

We, the undersigned have jointly/physically checked all the stores/files/registers/ledgers/other records held on charge of _____ department/branch/section/store/lab/library as per record and found correct in all respects; and handed/taken over properly. There is no

discrepancy/Details of the discrepancies are given at Appendix C to this certificate. The charter of duties/responsibilities have been briefed and understood. The handing/taking over note is attached to this certificate as per the details give below:-

- (a) List of Files & Registers (Appendix A)
- (b) List of Stock Ledgers (Appendix B)
- (c) List of discrepancies (Appendix C)
- (d) Charter of duties / responsibilities (Appendix D)
- (e) And so on

Handed over ByTaken over By

Signature :

Signature :

Name :

Name :

Designation :

Designation:

Date :

Date :

COUNTERSIGNED

(To be countersigned by HOD/Branch-in-
Charge/Section-in-Charge)

Place :

Date :

(Signature with Name ,Designation &
rubber stamp)

69. **Annual Performance Assessment Report (APAR)**

- (a) The aim of an APAR is to have the objective assessment of a Government employee's professional and personal qualities, his competence, employability and his potential as observed during the period covered by the report. All reporting officers must therefore, be fair, impartial and objective in their assessment.
- (b) The confidential report is privileged document, strictly confidential between the reporting officers and other employees except the officer reported upon. The APAR form may be filled in, typed or by hand. There will be no erasures or overtyping. Amendments made, if any, will be signed in full by the reporting officer and the ratee, otherwise by the reporting officer.
- (c) The APAR will be submitted in original, through the prescribed reporting channels to the Vigilance Branch. Additional copies will not be made. However, when an employee asked copy of his APAR under RTI Act, copy of the

same may be provided through the Public Information Officer.

(d) APAR in respect of Teaching Staff and Non-Teaching Staff of the University are covered for the following period as noted against each:-

(i) Teaching Staff - 01st August of the preceding year to 31st July of the following year.

(ii) Non-Teaching Staff - 01st April of the preceding year to 31st March of the following year

(e) **Self Appraisal.** The Officer to be reported upon is responsible to submit the APAR form duly completed his personal details and self appraisal to the Reporting Officer. The Reporting Officer should not wait till the expiry of the time limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the Reporting Officer should take it upon himself to remind the officer/official to be

reported upon in writing, asking him/her to submit the APAR form duly completed his personal details and self appraisal by the stipulated date. It should also be made clear in the reminder that if the officer/official to be reported upon fails to submit the self appraisal by stipulated date, the report will be written without self appraisal. If no self-appraisal is received by the stipulated date, the Reporting Officer can obtain another blank APAR form and proceed to write the report on the basis of his experience of the work and conduct of the officer/official to be reported upon. While doing so, he can also point out the failure of the officer/official reported upon to submit his self appraisal within the stipulated time.

(f) **Processing of APAR.** When the Reporting Officer completes his part of the report and submits the report to Reviewing Officer under a covering letter for review, he may do so under intimation to Vigilance Branch. After the review of the reports, the Reviewing Officer will forward the APAR to Vigilance Branch under a covering letter.

(g) **Adverse Report/Week Points.** An adverse report/week point is reported by the Reporting Officer to record cases in which an employee's service is considered unsatisfactory viz, when it is desired to recommend release of an employee from service for reasons of professional incompetence/inefficiency or inherent traits of character which make his ability to the service doubtful.

(h) Before an Adverse Report/Week point is reported the following will be ensured :-

(j) The employee will be warned in writing of all his shortcomings which are intended to be reflected in the APAR.

(k) The written warning as in (i) above will specifically mentioned that the same has been issued for the purpose of recording an Adverse Report/week point.

(l) The Reviewing Officer will be informed of the fact that the employee has been warned. A copy of the warning letter will also

accompany the APAR as and when the APAR reported.

(m) The employee will be given a period of minimum 60 days notice to show improvements.

70. **Reporting of Movable, Immovable And Valuable Property.** Every teaching and non-teaching staff shall on his/her first appointment in the university submit a return of his/her assets and liabilities, in the form prescribed at **Appendix Y and its Annexures I to V** to this manual, giving the full particulars regarding:-

(a) The immovable property inherited by him, or owned or acquired by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;

(b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

(c) Other movable property inherited by him or similarly owned; acquired or held by him; and

(d) Debts and other liabilities incurred by him directly or indirectly.

71. **Annual Immovable Property Return (AIPR).**

Every employee holding any post included in Group 'A' and Group 'B' shall submit an Annual Immovable Property Return in the form prescribed at **Appendix Z** to this manual giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. This return showing the position as on 31st December of the preceding year is required to be submitted to Vigilance Branch by 31st January of the following year. The AIPR(s) will reflect the complete details of the property and do not indicate as 'same as previous year' or 'no change' etc.

Attention is also invited to DOPT O.M. No. 11012/11/2007- Estt. A dated 27th September, 2011 notifying that Class 'A' officers, who do not

submit the property return by the prescribed time would be denied vigilance clearance and will not be considered for promotion and empanelment for senior level posts in Government of India.

72. **Acquiring or Dispose of immovable Property.** No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family. Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealing with him.

73. **Transaction of movable Property.** Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the employee. Provided that the previous sanction of

the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

74. **Provision of Complete Statement of Movable/Immovable Property.** The Government or the prescribed authority may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, property was acquired.

75. **Exception for Class III or Class IV Employee.** The Government may exempt any category of Government Servants belonging to Class III or Class IV from any of the provisions of this rule except the rule cited at para 74 above. No such exemption shall, however, be made without the concurrence of the higher authority under the

provisions of Rule 18 (5) of CCS (Conduct) Rules, 1964.

76. **Rubber Stamps/Brass Seals.**The demanding officer requiring rubber stamp/brass seal may place demand direct to General Administrative (GA) Branch of the University. GA branch will obtain the rubber stamp/brass seal from concerned firms and issue to the indenter on an issue voucher. A Stock Ledger of rubber stamps/brass seal will be maintained in the GA Branch .

(a) **Security and Safe Custody.** The following measures are required to be taken for security and safe custody of rubber stamps/brass seal : -

(i) With a view of safe guarding against counterfeiting of rubber stamps/brass seal by unscrupulous persons, local purchase should be made with the great caution and from firm of repute only.

(ii) These will always be kept under lock and key by the Officer

concerned/Branch Officer when not in use.

(iii) No unauthorised person will be allowed to handle the rubber stamp/brass seal.

(iv) In case of loss, immediately the Registrar will be informed along with place and facts of the loss.

(v) Every month all rubber stamp/brass seal held on charge will be checked by HoDs/Branch-in-charge and endorsement is made in the rubber stamp/brass seal register .

(vi) Every year a board of officers/committee will be detailed to assess the serviceability of rubber stamps/brass seal. Demand to replace unserviceable will be placed on receipt of new rubber stamp/brass seal. Unserviceable will be destroyed by burning.

(b) **Maintenance of Record.** A register of rubber stamps/brass seal will be maintained in every department/branch where the rubber stamp/brass seal is held. The specimen of all rubber stamps/brass seal will be maintained in the register month wise. As such when any stamp is sentenced unserviceable and destroyed by burning endorsement to this effect will be made in the register. In case of receipt of new on demand, the specimen of the same will also be recorded therein. This register is subject to be inspected during the security check as well during the book inspection (Proforma of the Rubber Stamp/Brass Seal Register is given at **Appendix AA**).

77. **Books / Records Inspection.** Periodical books/records inspection of all departments, branches and sections will be carried by the university books inspection team to achieve the objective of this manual mentioned at para 2. The Registrar shall detail the books inspection team, make schedule and intimate the inspection programmes to all concerned 15 days in advance.

The following records of all departments, branches, sections will make available for the inspection:-

- (a) File Register
- (b) Master Register of all kind of Stock Ledgers
- (c) All kind of Stock Ledgers along with its guard files
- (d) Dak Register
- (e) Personal Section Diary
- (f) Assistant's Diary
- (g) File Movement Register
- (h) Peon Book
- (j) Statement showing particulars of receipts/cases in hand for more than seven days.
- (k) Fixed Assets Register
- (l) Record of surplus, obsolete and unserviceable stores.

- (m) Record Register of Annual Performance Assessment Reports (APARs)
- (n) Record Register of Annual Immovable Property Returns (AIPRs) of Group A & B Officers.
- (o) Record of Handing/Taking over of charge of Officers and Staff
- (p) Rubber Stamp/Brass Seal Record Register
- (q) Imprest Account Book along with its guard file(s)
- (r) Any other register/records maintained by the departments/branches.

Appendix A
(Refer to Para 5 (c),22 (d) and 34(s) of Manual of
Office Procedure (2nd Edition)

File/Register/Stock Ledger Title

File No : **DTU/VIG/14/2019**

Vol. **I**

Department/Branch : **Vigilance Branch, DTU**

Subject : **Annual Performance Assessment
Reports (APARs) in respect of Teaching Staff**

Date of Opening : **01.04.2019**

Date of Closing :

Appendix B
(Refer to Para 11 (a) of Manual of Office
Procedure (2nd Edition)

First page of Noting

1/N

**Delhi Technological University
(Department of Mechanical Engineering)**

File No :DTU/ME/01/2018

**Subject :Request for approval for purchase of x
xxxxxx**

1. xxxxxxx (Introduction)
2. xxxxxxx (Proposal)
3. xxxxxxx (Detailed justification)
4. xxxxxxx (Fiancial effect)(with support of the proof of estimate in the cases of procurement/purchase/maintenance of all kind of stores/equipment/infrastructure out of any kind of funds/grants/accounts)
5. xxxxxxx (Summary)(the relevant rules/provisions for the procurement/ purchase/maintenance should be mentioned in the summary and attested copy of the same should be placed in correspondence side as Appendices to the Note)

Name, designation and signature of the Dealing hand or the officer concerned with date.

4. xxxxxxx
5. xxxxxxx
6. Forwarded to Accounts Branch for vetting and onward submission for administrative approval of the competent authority please.

Name and Designation
of next superior officer

DR (F &A)/CoF

**GUIDELINES FOR PROCUREMENT OF GOODS
AND SERVICES**
Government e Market Place (GeM)

1. The Procurement of Goods and Services by Departments will be mandatory for Goods or Services available on GeM. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the buyers for direct on-line purchases as under :-

(a) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.

(b) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and

online reverse auction available on GeM can be used by the buyer if decided by the competent authority.

(c) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

(d) The invitation for the online e bidding/ reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

(e) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.

(f) The Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools

available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.

(g) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

Purchase of goods without quotation Rule 154

GFR

2. Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the OIC (S&P)/HoD Concerned/Branch Head in the following format:-

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Purchase of goods by Purchase Committee. Rule
155 GFR

3. Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department.

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply

the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”

Purchase of goods directly under Rate Contract.

Rule 156 GFR

4. In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where ever required.

Purchase of goods by obtaining bids.

5. Except in cases covered under Rule 154,155, and 156(1), Ministries or Departments shall procure goods under the powers referred to in Rule 147 above by following the standard method of obtaining bids in:

- (a) Advertised Tender Enquiry

- (b) Limited Tender Enquiry
- (c) Two-Stage Bidding
- (d) Single Tender Enquiry
- (e) Electronic Reverse Auctions

Single Tender Enquiry (Proprietary Items). Rule 166 GFR

6. Procurement from a single source may be resorted to in the following circumstances:

- (a) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (b) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (c) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by

the competent authority), the required item is to be purchased only from a selected firm.

Note : Proprietary Article Certificate in the following form is to be provided by the Department before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable:-

Appendix C (Contd.)

(a) The indented goods are manufactured by
M/s.....

(b) No other make or model is acceptable for
the following reasons:

.....
.....

(c) Concurrence of finance wing to the proposal
vide:

(d) Approval of the competent authority
vide:.....

(Signature with date and designation of the indenting
officer)

CHECK LIST FOR PROCUREMENT OF GOODS AND SERVICES

S. No.	Particulars	Yes/No
1	Preparation of Requisition/ Indent by the concerned branch/deptt. after assessing adequate requirements.	
2	Recommendations of HOD/Proposer Br. for Administrative Approval (A/A) of the Hon'ble VC, DTU OR any other authority (duly delegated with such powers) for an Estimated Cost of the item/service.	
3	Administrative Approval of the Competent Authority.	
4	For procurement of Computer Software and Hardware items the instructions/ guidelines given at Para 13 (d) have been followed.	
5	Adoption of purchase procedure as per GFR-2017 and DTU norms, if any as applicable.	
6	Departmental Purchase Committee's (DPC) report / recommendation put up to the competent authority for approval of technical evaluation and opening of financial bids.	

7	Evaluation of financial bids by committee and recommendations for award of work to L-1 for a tendered cost, for approval of the competent authority.	
8	Award letter issued by purchasing department/ proposer branch.	
9	Receipt of purchased item/service. Installation & technical satisfactory report from the user branch/deptt.	
10	Recording of Store/stock register entry on the bills.	
11	Recommended proposal from S&P/ GA/proposer branch for release of payment seeking expenditure sanction for payable amount.	
12	Other necessary check with refer to the NIT conditions, before see approval for expenditure sanction	
13	Expenditure sanction of Comp Authority duly conveyed under p debit head of expenses.	

(Refer to Para 22 (e)23 (a) and 34(t) of Manual of Office Procedure (2nd Edition)

FILE REGISTER/MASTER REGISTER OF STOCK LEDGER

FILE REGISTER OR MASTER REGISTER OF STOCK LEDGER OF VIGILANCE BRANCH, DTU

File No. or Stock Ledger No. : DTU/VIG/125/2010

Subject : Issue of Vigilance Clearance

Sr. No.	Vol. No.	Date of		Classification (and year of review)	Total page Nos.	Remarks
		Opening	Closing			
1.	I	xxxxx	xxxxx	Unclass	175	Destroyed by burning by board of officers on 01.04. 14 being obsolete file.
2.	II	xxxx	xxxxx	-do-	195	Destroyed by burning by board of officers on 01.04. 15.
3.	III	xxxxx	x xxxx	-do-	190	Transferred to Record Office vide letter No. x xdt. 31.12.16.
4.	IV	x xxxx	x xxxx	-do-	186	
5.	V	x xxxx		-do-		

Note : Stock Ledger will be preserved for at least 10 years.

Appendix E
(Refer to Para 23 (b) of Manual of Office
Procedure (2nd Edition)

DAK REGISTER

Diary.....

Sr. No.	Particulars of Dak received		From whom received	To whom sent	Remarks
	Number	Date			
1	2	3	4	5	6

Appendix G
(Refer to Para 23 (d) of Manual of Office
Procedure (2nd Edition)

ASSISTANT'S DIARY

Sr. No. 1	Diary No./ File No. 2	Subject 3	File No. 4	Date of Submission 5	Remarks 6

INSTURCTIONS

1. Column 2 should show 'diary number' of 'file number' according as the paper marked to a dealing hand is a receipt of a comeback case.
2. Column 4 need be filled only in respect of diary numbers.
3. The date on which receipts /files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

Appendix J
(Refer to Para 23 (f) of Manual of Office
Procedure (2nd Edition)

PEON BOOK

Date	To whom sent	Contents of Cover	Name of Peon	Sig. of receiver	Remarks
1	2	3	4	5	6

**STATEMENT SHOWING PARTICULARS OF
RECEIPTS/CASES IN HAND FOR MORE THAN 07 DAYS**

Name of Section/Desk.....

Diary No. 1	Date from which pending 2	Subject 3	Reason for Delay 4	Remarks of Section Officer/Higher Officer 5	Action taken on remarks in Col. No. 05 6

Appendix M
(Refer to Para 25 of Manual of
Office Procedure (2nd Edition)



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act of 2009
(Formerly Delhi College of Engineering)
Shahabad Daulatpur, Bawana Road, Delhi - 110042
(CENTRAL RECORD ROOM)

F. No. DTU/Record Office/02/2011-12/113-123/S&P
Dated: 16-10-2012

NOTIFICATION

The Record Retention Schedule in DTU is hereby notified with immediate effect.

Establishment Branch/Academic

Sr. No.	Nature of Record	Period of Preservation
1.	Personal File & Service Book	Permanent
2.	Establishment register & Registers of Minutes of Election Committee and Study Leave Committees	Permanent
3.	Selection Committee Files	Permanent
4.	Applications for Teaching Posts & Advertisement	03 Years
5.	Study Leave Committee & Leave Reservation Committee Files	10 Years
6.	Revision of Pay Scales	Permanent
7.	All Files other than Personal Files	03 Years

8.	Miscellaneous Files	03 Years
9.	Guard File	Permanent

Establishment Branch/Non-Academic

Sr. No.	Nature of Record	Period of Preservation
1.	Government Servants Conduct Rules	Permanent
2.	Conditions of Service of Staff	Permanent
3.	Recognition of Technical and Professional examinations of other Institutes & Organization	Permanent
4.	Government Notifications	03 Years
5.	Minimum Wage Rules – Weekly Holiday to the Daily Wage Staff	05 Years
6.	Age of Retirement	Permanent
7.	Overtime and other allowance	03 Years
8.	Conveyance and Local Travels	02 Years
9.	Career Advance Management Scheme	25 Years
10.	National and International Conferences	05 Years
11.	Reimbursement of fee for national and international society	03 Years
12.	Engagement of Guest faculty and remuneration	04 Years
13.	Quality Improvement Program Schemes	Permanent
14.	Reservation of Roster Register	Permanent
15.	Seniority of Lists of Staff	05 Years
16.	Establishment Committee	Permanent

17.	Staff Associations	10 Years
18.	University Halls	10 Years
19.	Matter concerning Scheduled Caste/Tribe/OBC	Permanent
20.	Leave Rules	Permanent
21.	Pre. Service Book	Permanent
22.	Character Rolls and Conference Reports	Permanent
23.	Recommendation of Pay commission	Permanent
24.	Proposals for additional staff	Permanent
25.	Creation and abolition of Posts	Permanent
26.	Posting & Transfers	03 Years
27.	Fixation of Pay, Cases of	Permanent
28.	Test Papers	03 Years
29.	Delhi University Administration Planning shifted Reorganization	Permanent
30.	Promotions	Permanent
31.	Leave Reserve Staff	Permanent
32.	Advertisements	03 Years
33.	Revision of Scales of Pay	Permanent
34.	Selection and Appointment	Permanent
35.	Preparation of salary Bills	02 Years
36.	Schedule of Establishment	Permanent
37.	Forwarding of application for Employment elsewhere	02 Years (File reg. to rules Permanent)
38.	Grant of permission to further study to staff	03 Years (File reg. to rules Permanent)
39.	Confirmation	Permanent
40.	Deputation & Appointment on Deputation	10 Years

41.	Travel Concession	File reg. to rules permanent other 05 years
42.	Publication Unit Seating up of	Permanent
43.	Verification of particulars of Staff	03 Years
44.	Personal Files	Permanent
45.	Miscellaneous Files	03 Years
46.	Record of Recruitment Related File	10 Years
47.	Probation Files	Permanent
48.	ACP/MACP Files	Permanent

Academic Branch

Sr. No.	Nature of Record	Period of Preservation
1.	File regarding Admissions	During plus 01 Year
2.	File regarding Registration	Permanent
3.	Annual Fee Notification File	03 Years
4.	Appointment of B-Tech Admission Committee & coordinator for M-Tech and Ph.D	03 Years
5.	Enrolment Registers/Volume containing Enrolment Forms	Permanent
6.	File regarding registration of Students	55 Years
7.	File regarding N.C.C/P.T	05 Years
8.	File regarding students going abroad	05 Years
9.	File regarding Election & Bye – Election	Permanent
10.	File related to Students Election & Bye-Election	Permanent

11.	File & record regarding issue of migration certificates/Provisions Certificates/Sol. Certificates	03 Years
12.	File regarding starting of new courses and correspondence course	Permanent
13.	File regarding scholarships and fellowships	05 Years
14.	Engineering Scholarship	03 Years
15.	Applications of Candidate for admitted	Span period as prescribed in Ordinance
16.	Applications of Candidate for non-admitted	01 Year
17.	Admission Correspondence File	02 Years
18.	Admission Policy File	Permanent
19.	National/International Travelling grant file	Span period + 01 Year
20.	SC/ST/OBC students related file	Span period + 01 Year
21.	Fee concession file	Span period + 01 Year
22.	Up-gradation of students files	Span period + 01 Year
23.	Student Personal file	Span period + 01 Year
24.	Application for Bona-fide /Provisional/any special type of certificate	01 Year
25.	File related to Rail/Bus Passes	02 Years
26.	Identity Card Register	Span period + 01 Year
27.	Semester Registration Forms	01 Year

28.	Confidential List	Span period + 01 Year
29.	Application/File related to provisional degree	03 Years
30.	Enrolment Forms	01 Year
31.	Constitution of Admission Committee for under Graduate/Post Graduate Programme	03 Years
32.	Fee concession file	03 Years

Examination (Confidential) Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Question paper original and proof thereof	02 Years
2.	Award books from examination	Duration of Course plus 01 Year
3.	Tabulated Results	Permanent
4.	Appointment of Examiners (i) Files correspondence (ii) Acceptance forms	03 Years 03 Years
5.	Appointment of moderators for question papers	03 Years
6.	Conduct of Examinations: (i) Challans, Dispatch Memos, Seating Plans, Received forms, Examination Centre (ii) Examiner's receipts of Answer Books (iii) Distribution of scripts Among examiners	01 Year 01 Year 01 Year

7.	Revaluation of Results correspondence, applications and connected scripts	02 Years
8.	Re-checking of results, correspondence, application and connected script	02 Years
9.	Other answer-books	04 Years
10.	Appointment of Tabulation for results	02 Years
11.	Moderation of results correspondence etc.	02 Years
12.	Supply of Marks: (i) Files of Correspondence (ii) Applications (iii) Counterfoils	02 Years 02 Years 02 Years
13.	Supply of Degrees, Diplomas, Certificates, Duplicate Copies, applications, correspondence and counterfoils	03 Years
14.	Convocation (i) Annual files regarding correspondence etc. (ii) Special convocation files reg. correspondence etc. (iii) Convocation Week files reg. correspondence	02 Years Permanent 02 Years
15.	(i) Award of scholarship, Medals and Prize files (ii) Award of scholarship, Medals and Prize files from foreign bodies/countries (iii) Institution of SCH / Medals / Prizes & rules and regulation etc.	02 Years 03 Years 02 Years

16.	Examinations conducted on behalf of other authorities	02 Years
17.	Unfair means cases files	01 Year after period of punishment
18.	Practical training certificates files	03 Years
19.	(i) Report –Ph.D/DSC/DSC/D.Litt. files correspondence (ii) Report of examiners and proceeding of the committee to consider the reports	05 Years after the result Permanent
20.	Miscellaneous correspondence files	Permanent
21.	Correspondence with the Head of the Department regarding courses of reading	02 Years
22.	Official copies for the courses of reading	Permanent
23.	Dissertations/Project Report etc. in respect of failed candidates	Permanent
24.	Diary & Dispatch Register Peon Book	02 Years
25.	Transit Register	02 Years
26.	Results (Cyclostyled spare copies)	01 Year
27.	Examination Forms	During plus 01 Year

Finance Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Cash Book	10 years
2.	Subsidiary Cash Book	10 years

3.	Demand & collection register (FEES)	10 years
4.	Remittance register incoming and out going	10 years
5.	Permanent advance registers	03 years or 01 year after completion of audit whichever is later
6.	Stock register of receipt books	10 years
7.	Acquittance register for payment	03 years or 01 year after completion of audit whichever is later
8.	Deduction registers	03 years or 01 year after completion of audit whichever is later
9.	Income tax register files	05 Years
10.	Other Charges (Contingent Registers)	03 years or 01 year after completion of audit whichever is later
11.	Register of Advance (Temporary)	03 years or 01 year after completion of

		audit whichever is later
12.	Income Tax (Annual return) Statement	Permanent
13.	Register of investments	Permanent
14.	Personal Ledgers for CPF/NPS	Permanent
15.	Broad Sheet for CPF/NPS	Permanent
16.	(i) P F (Nomination Register) (ii) Membership	Permanent To be maintained by the Branch
17.	Broad sheet of deduction	03 years or 01 year after completion of audit whichever is later
18.	Income-tax exemption Certificate	03 years or 01 year after completion of audit whichever is later
19.	Stock Register of cheques	03 years or 01 year after completion of audit whichever is later
20.	Counterfoils of receipt books	03 years or 01 year after completion of

		audit whichever is later
21.	Counterfoils of Cheque books	03 years or 01 year after completion of audit whichever is later
22.	Contingent Bill/Other Bills	03 years or 01 year after completion of audit whichever is later
23.	P F vouchers other than final payments	03 years or 01 year after completion of audit whichever is later
24.	Refund Vouchers	03 years or 01 year after completion of audit whichever is later
25.	Pay Bills, Arrear Bills	03 years or 01 year after completion of audit whichever is later and

		subject to suitable entries in PBR
26.	TA Bills/Transfer TA Claim	03 years or 01 year after completion of audit
27.	PF vouchers through which final payments are made to persons other than subscribers: (i) To minors (ii) In accordance with declaration of subscribers (iii) To other than manors in accordance with declaration of subscribers	30 Years 30Years 06 Years 10 Years
28.	Other PF Final Payment	10 Years
29.	Vouchers pertaining to non-refundable	03 years or 01 year after completion of audit whichever is later
30.	Medical Bills (Advance/Adjustment Bill)	03 years or 01 year after completion of audit whichever is later
31.	Pension File	Permanent
32.	DCRG vouchers	05 years
33.	Commutation value of Pension Paid voucher	15 years

34.	House Building Advance Vouchers	03 years or 01 year after completion of audit whichever is later
35.	Monthly Expenditure Register	03 years or 01 year after completion of audit whichever is later
36.	Contingent Voucher of Bills Related to OTA conveyance etc.	03 years or 01 year after completion of audit whichever is later
37.	Report and Reference File	To be weeded out after end of financial year and A/Cs for the year finalized
38.	PBR	35 years
39.	Bill Register	05 Years
40.	Budget Assessment/RE file	03 Years
41.	Expenditure Statement	To be weeded out after end of financial year and A/Cs for the year finalized

42.	Reconciliation	To be weeded out after end of financial year and A/Cs for the year finalized
43.	Re – appropriation	03 Years
44.	Cheque preparation register	03 years or 01 year after completion of audit whichever is later

Estate Section

Sr. No.	Nature of Record	Period of Preservation
1.	Construction of Staff Quarters, Bungalows, Colleges, etc.	Permanent
2.	Construction of Hostels etc.	Permanent
3.	Construction periodical reports	Permanent
4.	Extension of existing buildings construction	Permanent
5.	Rules for allotment of accommodation	Permanent
6.	Allotment of residential quarters	Minimum 20 years
7.	Retention of accommodation by staff on retirement	As per Govt. Rules
8.	Retention of accommodation by persons having lien of their posts	05 Years
9.	Allotment of accommodation to State Bank, Post Office & DTC	Permanent

	Office etc.	
10.	Accommodation of Scholars	05 Years
11.	Rent free accommodation TC, different category of persons	Permanent
12.	Allotment retention or unauthorized occupation & Misc. Files	The file maintained 05 years for temporarily for indivisible allottee otherwise permanent
13.	Register for license for Estate	Permanent
14.	Register for license for award of contract	05 Years after termination of contract or auditing is earlier
15.	License fee register for commercial activities	Permanent
16.	Fixation of House rent	Permanent
17.	Fixation of Water rates	Permanent
18.	Theft and unusual occurrences	01 Year after closing of case
19.	Complaint of residential quarrel required etc.	03 Years
20.	Unauthorized construction	05 Years
21.	Handing/Taking over notes: (i) University residential units (ii) Private Building on lease	Permanent Till the lease is over or returning date

		of building but lease to be kept permanently
22.	All the files relating to the Insurance of buildings and the fidelity guarantee policy	05 Years

Purchase Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Furniture (Steel & wooden)	05 Years
2.	Typewriters (Duplicator Franking Machine)	05 Years
3.	Electric Goods (Air Conditioners)	07 Years
4.	Miscellaneous	03 Years
5.	Correspondence with the University Engineer	03 Years
6.	Records pertains to Liveries (Winter & Summer) and Stitching charges	05 Years
7.	Issue Vouchers of University Publications	10 Years
8.	Correspondence regarding University publications	08 Years
9.	Fixation of prices of University publications	Permanent
10.	General Correspondence	02 Years

Store Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Furniture and equipment	Permanent
2.	Printed registers and other materials	05 Years
3.	Misc. consumable other than materials	05 Years
4.	Liveries (Winter & Summer Stitching)	10 Years
5.	Printed Forms	05 Years
6.	Preparation of Answered Books	05 Years
7.	Liveries Issues	02 Years
8.	Correspondence for liveries	02 Years
9.	Issue of furniture to the Deptt. etc.	Permanent
10.	Stock verification of the stores	05 Years
11.	Portraits etc.	05 Years
12.	Stock register and indent book	Permanent
13.	File and other documents pertains to condemnation/auction of condemned items of various deptt.	05 Years

Transport Office

Sr. No.	Nature of Record	Period of Preservation
1.	Repair of staff car and other vehicles	03 Years

Recruitment Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Advertisement of Recruitment	02 Years

Exam Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Binding of question papers correspondence & payment of bills	05 Years
2.	Sale used answered books	05 Years
3.	Degrees and Diplomas	Permanent
4.	Writing of Degree and Diplomas	02 Years
5.	Arrangements for the transferring and shifting of old Answer Books	02 Years
6.	Arrangements for Annual Exam	02 Years
7.	List of Question paper for binding	02 Years
8.	Loan for furniture to outside agencies	02 Years
9.	Question paper	Permanent
10.	Arrangements for the convocation	05 Years

Council Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Amendments to Statutes	Permanent

General Administration

Sr. No.	Nature of Record	Period of Preservation
1.	Medical facilities rules, regulations contributions list etc.	Permanent
2.	CHS Scheme	Permanent
3.	Advertisement received from outside agencies distribution to departments and faculties concerned	02 Years
4.	Agreements with the Coffee house and other eating establishments	Permanent
5.	Correspondence regarding the advisory committee for the University Cafeteria Constitution of	Permanent
6.	Misc. Files dealing with Different general matters	05 Years
7.	Celebration of Independence Day and Republic Day	05 Years
8.	Correspondence for Scroll sent to the other University	05 Years
9.	Records pertains to typewriters	05 Years
10.	Renewal of licenses	Permanent

Academic Branch

Sr. No.	Nature of Record	Period of Preservation
1.	Issue of Advertisement and notices to newspapers about admission	03 Years

2.	Uniform holidays, terms and vacation	Permanent
3.	Concession tickets/Passes: (i) Issue of Railway concession to students and correspondence with Railway authorities	05 Years
4.	Issue of Degrees and Diplomas	10 Years
5.	Framing of Rules regarding Discipline among students	Permanent

Project Office/Engineering Cell

Sr. No.	Nature of Record	Period of Preservation
1.	Correspondent regarding horticulture/Garden committee constitution	Permanent
2.	Records pertains to purchase of fire extinguishers	05 Years
3.	Purchase of Fire Extinguishers	05 Years
4.	Contract for parking shed	Permanent
5.	Inventory Register	Permanent

Cultural Council

Sr. No.	Nature of Record	Period of Preservation
1.	Setting up of Cultural Clubs in University and University Films Council	Permanent

Board of Discipline

Sr. No.	Nature of Record	Period of Preservation
1.	Protoctorial/Chairman of arrangement in University Campus	Permanent

R & I/ Despatch/ Diary Section

Sr. No.	Nature of Record	Period of Preservation
1.	Stamps (Service and Postage)	10 Years
2.	Stamp Register	05 Years
3.	Service Stamps account Register	10 Years
4.	Franking Account Register	10 Years
5.	Despatch Register	10 Years
6.	Peon Book	03 Years
7.	Postal receipt	03 Years
8.	Diary registers	05 Years
9.	Office copy registers	03 Years
10.	Date register	03 Years
11.	File Movement Register	03 Years

Record Room

Sr. No.	Nature of Record	Period of Preservation
1.	Lists of Registers	Permanent
2.	Lists of Files	Permanent
3.	Weeding out & other rules for record retention Schedule	Permanent
4.	Misc. Files	05 Years

Hostel Office

Sr. No.	Nature of Record	Period of Preservation
1.	Room Rent Register	07 Years
2.	Refund of security deposit register	Permanent
3.	File pertains to minor repairing/ maintenance of hostels	03 Years after audit
4.	Cash deposit slip of Mess Charges by the Students	01 Year
5.	Old re-registration cum allotment form filled by the students for the accommodation	07 Years
6.	Improvement of the physical standards and the availability of food in the hostels	10 Years
7.	Register pertains to Mess Charges	02 Years
8.	Inventory Registers for hostels	Permanent
9.	Attendance Register for the students residing in various Hostels	04 Years

Guest House

Sr. No.	Nature of Record	Period of Preservation
1.	Check In/Out register of the guests	01 Year after auditing of A/c
2.	Cash receipts against the room rent	01 Year after auditing of A/c
3.	Misc. Files	03 Years

Health Centre

Sr. No.	Nature of Record	Period of Preservation
1.	Register pertains to consumption of medicine	Permanent
2.	Record pertains to the purchase of medicine	Permanent
3.	Record pertains to disposal of date of expiry medicine	03 Years after audit
4.	Misc. Files	03 Years

Notes and Instructions:

1. The following on no account be destroyed:-
 - i) Records connected with expenditure which is within the period of limitation fixed by Law.
 - ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
 - iii) Records connected with the claims to service and personal matters affecting persons in the service.
 - iv) Records in respect of which an audit objection is outstanding. Records relating to 'sub-judice' cases.

2. The retention period, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has completed) and not necessarily from the year in which it is recorded.
3. In the case of records other than files, e.g. registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
4. In exceptional cases, a record may be retained for a period longer than specified in the schedule, if it has certain special features or such a course is warranted by the peculiar for a period shorter than that prescribed in the schedule.
5. If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention period initially marked on such records should be consciously reviewed and, where necessary received suitable powers in this regard shall rest with the Vice Chancellor.

6. Before any pay bills/pay bill register are destroyed, the service of the Government servants concerned should be verified in accordance with GFR.
7. Full details shall be maintained permanently in the office of all records destroy from time to time.
8. Vice Chancellor shall be empowered to sanction the weeding out of records not specified under these rules and may prescribe such conditions as deem fit.
9. Year means 'Financial Year'.
10. A notice may be issued before weeding out the records, to invite the comments, any from the departments of the University.

Sd/-

(Dr. K Singh)
Transparency Officer

F.No.DTU/Record

Office/02/2011-12/113-123/S&P

Dated:- 16/10/12

Copy To:-

1. PS to Hon'ble VC Office, DTU
2. PA to PVC-I, DTU
3. PA to PVC-II, DTU
4. Registrar, All Deans, All HODs
5. JR (Admn), DTU
6. Librarian :- Ten copies for record

7. Record Officer/Record Room:- 20 copies for record
8. All ARs Academic/Establishment/IRD/Legal/Gen. Admn.
9. Part time Officer/Confidential Branch/Accounts Branch/Exam Branch/Hostel Office/Engineering Cell/Security Office/Project Office/Transport Office/Estate Section/Store and Purchase Branch/Recruitment Branch/Council Branch/Cultural Council/Guest House/Health Centre
10. Care Taker Branch/R&I Section
11. Guard File

(Dr. K Singh)
Transparency Officer

Appendix N
(Refer to Para 25 of Manual of Office
Procedure (2nd Edition)



Delhi Technological University
(Formerly Delhi College of Engineering)
ShahbadDaulatpur, Bawana Road, Delhi-
110042
(Examination Branch)

F.DTU/COE/OO/2017-18/12062

22nd Aug 2017

NOTIFICATION

**Subject: Revised Record Retention Schedule of
Examination Branch**

The Competent Authority has approved the revised Record Retention Schedule of the Examination Branch as detailed below for information and implementation by all concerned.

Sr No	Nature of Records	Existing	Revised
1	Question Paper Original and proof thereof	2 Years	6 Months after declaration of results
2	Answer Scripts (Theory End Term Examination , Theory Mid Term Examination & Practical Examination)	6 Months	6 Months after declaration of results except court

			cases & withheld result, if any.
3	Award / Grade Lists(Including Awards for Practical /Dissertation/ Project /Industrial Training etc)	Duration of course plus 1 Year	1 year from date of declaration of results except court cases & withheld result, if any.
4	Tabulated Results / Result Sheets	Permanent	Permanent
5	Appointment of Examiners, Moderators, Tabulators for the Exams of Theory, Practical & Project Internal/ External Examiners' details	3 Years	1 Year 6 Months
6	Conduct of Examinations: Attendance Sheets, Challans, Dispatch Memos, Seating Plans etc. received from Examination Centre Examiners receipts of Answer Books Distribution of scripts among examiners	1 Year 1 Year 1 Year	6 Months 6 Months 6 Months
7	Revaluation of results , correspondence,	2 Years	Not Applicable

	applications and connected scripts		as Revaluation has been discontinued
8	Re-checking of results, Correspondence, applications and connected scripts	2 Years	Not Applicable as Rechecking has been discontinued
9	Documents related to revision of results	4 Years	1 Year
10	Recommendations of Result Moderation Committee	2 Years	1 Year
11	Supply of Marks Files of Correspondence Applications Counterfoils	2 Years 2 Years 2 Years	1 Year 1 Year 1 Year
12	Supply of Degrees, Diplomas, Certificates, Duplicate Copies, Applications, Correspondence and Counterfoils	3 Years	1 Year
13	Convocation (i) Correspondence etc. (ii) Special convocation files	2 Years Permanent	1 Year Permanent

	(iii) Scroll of degrees		Permanent
14	(i) Award of scholarship, Medals and prizes files	2 Years	1 Year
	(ii) Award of Scholarship, Medals & Prizes Files from Foreign Bodies / Countries	3 Years	1 Year
	(iii) Institution of Scholarship/ Medals/Prizes & Rules and Regulations etc	2 Years	Permanent
15	Examinations conducted on behalf of other authorities	2 Years	6 Months after conduct of Exam
16	Unfair means cases files	1 Year after period of punishment	1 Year after period of punishment
17	Practical Training Certificate Files	3 Years	3 Months after declaration of result
18	(i)Pre – PhD/ Ph D/DSC/D.Litt Files correspondence	5 Years after the Publication of Results	3 Years after the Publication of Results

	(ii)Report of Examiners and proceedings of the Committee to consider the Reports	Permane nt	3 Years after Publication of Result
19	Miscellaneous correspondence files	Permane nt	1 Year
20	Correspondence with the Head of Departments regarding courses of readings	2 Years	1 Year
21	Official copies for the courses of Readings	Permane nt	Permanent
22	Dissertations / Project Reports	Permane nt to be kept in University Library	Permanent to be kept in University Library
23	Dissertations/ Project Report etc in respect of failed candidates	Permane nt to be kept in University library	1 Year
24	Diary and Dispatch Registers Peon Book	2 Years	2 Years
25	Transit Register	2 Years	2 Years
26	Results (Cyclostyled Spare Copies)	1 Year	Not applicable as cyclostyling has been discontinued

27	Examination/ Registration Forms (Regular , Supplementary & Reappear)	During course plus one Year	6 Months from date of declaration of results except court cases & withheld result, if any.
28	Stock Register	—————	Permanent
29	Register of Furniture & Assets	—————	Permanent
30	Contingent Bills for payments to Examiners, Evaluators & Paper Setters,	—————	3 Years
31	Legal Cases regarding Examinations	—————	Permanent
32	Purchase of Answer Books	—————	5 Years
33	Files relating to Policy matters related to examination	—————	Permanent
34	Reply to Parliament /Assembly Questions	—————	2 years
35	Important Orders and Circulars related to Examination	—————	Permanent
36	Ordinance & Rules status regarding evaluation of student performance	—————	Permanent
37	Leave application files & Leave register of Staff	—————	5 years

	& Attendance Register of Staff ,		
38	Students Grievance regarding examination of results- correspondence etc/ decisions	—————	2 Years
39	Files regarding supply of statistics to UGC,NCT,AICTE etc regarding number of students appeared, passed at University examination	—————	Permanent
40	Records of Examination Fee received	—————	5 Years
41	Fixation of Examination Centers	—————	1 Year
42	Appointment of Superintendents, Dy Superintendents, Invigilators for University Examinations & appointment of Amanuensis	—————	1 Year
43	Issue of Provisional Certificates - counterfoils	—————	Permanent
44	Issue of Examination Admit cards to students	—————	1 Year
45	Special permission to take examination	—————	1 Year
46	Files relating to	—————	1 Year

	Attendance of students/ detained / debarred		
47	Relaxation by the Vice Chancellor regarding Examination or the case not covered under any provision of the ordinances	—————	Permanent
48	Grant of exemption for qualifying the subject	—————	Permanent
49	Student Scholar register	—————	Permanent
50	Records for purchase of degree papers	—————	5 Years
51	Fixation of rates of remuneration of Paper setters, Evaluators and Board of Examiners	—————	Permanent
52	Printing of question papers correspondence and settlement of bills (End Term)	—————	1 Year
53	Stock Register of Degree Certificate and other certificate and Mark Sheet (Examinations) and files related to weeding out of used Answers sheets etc	—————	Permanent
54	Question papers / booklets (used &		

	unused) of Admission tests, reports of the University Representative/observers and other persons authorized to supervise examination centres and other papers etc related to conduct of Admission Tests (Ph.D, M.Tech, Lateral Entry, B.Tech (Even))	—————	3 Months after declaration of results
55	Grant of honorarium to officers / staff and outsiders for examination duty	—————	2 Years
56	Result of Admission Tests	—————	10 Years

Sd/- x xxxx

(KAMAL PATHAK)
Controller of Examinations

F.DTU/COE/OO/2017-18/

22nd Aug 2017

Copy to

1. PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for information of the Pro- Vice Chancellor (I).
3. PA to Pro VC (II) for information of the Pro- Vice Chancellor (II).
4. Registrar,DTU
5. All the Deans & Heads of the Academic Department of DTU
6. Director, IQAC/All Associate Heads/All Concerned Officials
7. Chief Warden /HOI/All the Hostel warden
8. Director (PhyEdn) / Librarian /CPO/Estate Officer
9. OIC, B Tech (Evening) /OIC (S & P)
10. DR (F&A) / DDO/Consultant (Planning & Council)
11. All the Deputy Registrars /Assistant Registrars / Security Officer
12. HOD (CC) – for uploading on the website
13. OSD (Results)
14. Section Officer (Exams)
15. Guard File.

Sd/- x xxxxx

(KAMAL PATHAK)
Controller of Examinations

Appendix O
(Refer to Para 32 (b) of Manual of Office
Procedure (2nd Edition)

ISSUE/RECEIPT VOUCHER

Issued From : S & P Branch, DTU	Issued to : Estt. Branch, DTU
Issue Voucher No & date : (Issue Voucher No & date will be denoted in Blue Ink)	Receipt Voucher No.& date : (Receipt Voucher No. & date will be denoted in Red Ink)

The following items have been issued to Estt. Branch,
DTU for official use:-

Sr. No.	Nomenclature	Accounting Unit	Quantity	Amount (where applicable)	Ledger No. & Page No.	Remarks
1	2	3	4	5	6	7
1.						
2.						

(Items two only)

Please sign and return one copy duly quoted the receipt number and date ; and signed by the officer-in-charge at the earliest.

ISSUED BY

(Signature with
Rubber Stamp)

COLLECTED BY

(Signature with Name,
designation & date of
the person who collect
the item(s)

RECEIVED BY

(Signature with
rubber stamp of
the Officer-in-
Charge)

Appendix O (Contd.)
(Refer to Para 32 (b) of Manual of Office
Procedure (2nd Edition)

CERTIFIED RECEIPT VOUCHER (CRV)

Issued From : (To be left blank)	Issued to : S & P Branch
Issue Voucher No & date : (To be left blank)	CRV No. & date : (CRV No. & date will be denoted in Red Ink)

In compliance with the following items purchased from _____ vide their Bill No./Invoice No. _____, which have been taken on Stock Ledger charge.

OR

In compliance with the following items found surplus by the Committee/Board of Officers and the approval of the competent authority thereon, which have been taken on stock ledger charge.

Authority : Work Order No. & date or Board Proceedings/Committee Report concerned.

Sr. No.	Nomenclature	Accounting Unit	Quantity	Amount (where applicable)	Ledger No. & Page No.	Remarks
1	2	3	4	5	6	7
1.						
2.						

(Items two only)

“Certified that the above items have been taken on ledger charge by means of this CRV”.

(Signature of the Officer-in-Charge with rubber stamp)

Appendix O (Contd.)
(Refer to Para 32 (b) of Manual of Office
Procedure (2nd Edition)

CERTIFIED ISSUE VOUCHER (CIV)

Issued From : S & P Branch	Issued to : (To be left Blank)
Certified Issue Voucher No & date : (CIV No. & date will be denoted in Blue Ink)	CRV No. & date : (To be left Blank)

In compliance with the following items declared deficiency by the Committee/Board of Officers and the approval of the competent authority thereon, which have been charged off from the stock ledger charge.

OR

In compliance with the following items declared unserviceable/obsolete and sold on scrap value or destroyed, which have been charged off from the ledger charge.

Authority: Board Proceedings/Committee Report
dated....

Sr. No.	Nomenclature	Accounting Unit	Quantity	Amount (where applicable)	Ledger No. & Page No.	Remarks
1	2	3	4	5	6	7
1.						
2.						

(Items two only)

“Certified that the above items have been charged off from ledger charge by means of this CIV”.

(Signature of the Officer-in-Charge with rubber stamp)

GFR 24

[See Rule 211 (ii) (d) of GFR 2017]

REGISTER OF ASSETS OF HISTORICAL / ARTISTIC VALUE

Name of Asset

Date of Acquisition	Source of acquisition	Cost Price, if any	Particulars which make it an asset of historic/ artistic value	Particulars of the custodian of the asset	Location of the asset	Remarks

NOTE 1. The custodian shall take appropriate measures for preservation of the assets.

NOTE 2. The present value of the asset should be ascertained by obtaining appropriate valuation from an expert and the same is indicated in Column 3, every five years.

Appendix V
(Refer to Para 43(c) of Manual of Office
Procedure (2nd Edition)

GFR 10

[See Rule 217 (iii) of GFR 2017]

REPORT OF SURPLUS, OBSOLETE AND UNSERVICABLE STORES FOR DISPOSAL

Item No.	Particulars of Stores	Quality /Weight	Book value /Original purchase Price	Condition and year of purchase	Mode of disposal (Sale, public auction or otherwise)	Remarks
1.	2.	3.	4.	5.	6.	7.

Signature.....

Name

Designation.....

Date.....

Appendix W
(Refer to Para 49 of Manual of Office Procedure (2nd Edition))

GFR 11

[See Rule 222 of GFR 2017]

SALE ACCOUNT

Item No.	Particular of stores	Quantity / Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	Earnest money realized on the spot	Date on which the complete amount is realized and credited into University Account	Whether the articles were actually handed over on the spot. If not, the actual date of handing over of the articles with quantities	Auctioneer's commission and acknowledgement for its payment
1	2	3	4	5	6	7	8	9	10

Signature.....

Name :

Designation :

Date :

Appendix X
(Refer to Para 68 (a) of Manual of Office
Procedure (2nd Edition))

GFR 16

[See Rule 286 (1) of GFR 2017]

CERTIFICATE OF TRANSFER OF CHARGE

Certified that I/we have in the
forenoon/afternoon of this day respectively made
over and received charge of the Office.....
in pursuance of Order No.....
dated.....

Received
Officer.....

Relieving
Officer.....

Signature.....

Signature.....

(Name in Block Letters)

(Name in Block Letters)

Designation.....

Designation.....

Station.....

Station.....

Date.....

Date.....

(For use in Audit Office/PAO only)

Noted in A/R at page.....

SO/AAO/AO/PAO

Noted in A/R at page.....

SO/AAO/AO/PAO

Forwarded.....

.....

NOTE:- Separate certificate (as per Form appended) also to be used where transfer/ assumption of charge involved responsibilities for Cash, Stores, etc.

Appendix X
(Refer to Para 68 (b) of Manual of Office
Procedure (2nd Edition))

GFR 16 (APPENDIX)

[See Rule 286 (1) of GFR 2017]

**CERTIFICATE OF TRANSFER OF CHARGE IN
RESPECT OF TRANSFER/ASSUMPTION OF
RESPONSIBILITIES FOR CASH, STORES, ETC.**

Certified that I/we have in the forenoon/
afternoon of this day..... [date to be
indicated] respectively made over and assumed
charge and responsibility of the following:-

Cash

Permanent advance

Others.....

Relieved Officer.....

Relieving Officer.....

Appendix X
(Refer to Para 68 (a) & (b) of Manual of Office
Procedure (2nd Edition)

GFR 16-A

Department of.....

JOINING REPORT

I hereby report myself for duty this
day..... forenoon/ afternoon after availing
of leave from..... to
..... Sanctioned vide Ministry
/Department ofOrder No.
....., dated
.....

Signature

Name in Block Letters.....

Designation.....

THE SCHEDULE

[See rule 18 (1)]

Return of Assets and Liabilities on first appointment on the 31st December, 20...

1. Name of the Government Servant in Full (in block letters)
2. Service to which he belongs
3. Total length of Service up to date
 - (a) In Non-Gazetted rank
 - (b) In Gazetted rank
4. Present post held and place of posting
5. Total annual income from all sources during the Calendar Year immediately preceding the 1st January, 20.....

6. Declaration:

I hereby declare that the return enclosed namely, Form I to V are complete, true and correct as on..... to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of Rule 18 of the Central Services (Conduct) Rules, 1964.

Place

Date

Signature :

Name :

Designation :

Deptt :

Annexure I to Appendix Y
(Refer to Para 70 of Manual of Office
Procedure (2nd Edition))

FORM No. I

**Statement of immovable property on first
appointment as on the**

**31st December 20..... (e.g. Lands, House, Shops,
Other Buildings, etc.)**

Sr. No.	Description of the property	Precise Location (Name of District, Division, Taluk and village in which the property is situated and also its distinctive number etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Govt. Servant
1	2	3	4	5	6	7

Date of Acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person(s) from whom acquired (address and connection of the Govt. Servant, if any, with the person(s) concerned)	Value of the property	Particulars of sanction of prescribed authority, if any	Total Annual Income from the property	Remarks
8	9	10	11	12	13

Place

Date

Signature :

Name :

Designation :

Deptt :

Annexure II to Appendix y
(Refer to Para 70 of Manual of Office
Procedure (2nd Edition))

FORM No. II

Statement of liquid assets on first appointment as on the 31st December 20...

- (1) Cash and bank balance exceeding 3 months' emoluments
- (2) Deposits, loans, advances and investment (such as shares, securities, debentures, etc.)

Sr. No.	Description	Name and Address of Company Bank, etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the Govt. Servant	Annual Income	Remarks
1	2	3	4	5	6	7

Place

Date

Signature :

Name :

Designation :

Deptt :

Annexure III to Appendix y
(Refer to Para 70 of Manual of Office
Procedure (2nd Edition))

FORM NO. III

Statement of movable property on first appointment as on 31st December 20....

Sr. No.	Description of Items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Govt. servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Place

Date

Signature :

Name :

Designation :

Deptt :

Annexure IV to Appendix y
(Refer to Para 70 of Manual of Office
Procedure (2nd Edition))

FORM No. IV

Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31st December 20. . .

Insurance Policies				
Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured/date of maturity	Amount of annual premium
1	2	3	4	5

Provident Funds				
Type of Provident Funds / GPF / CPF Account No.	Closing balance as last reported by Audit/Accounts Officer along with date of such balance	Contribution made subsequently	Total	Remarks (If there is dispute regarding closing balance, the figures according to Govt. servant should also be mentioned in this column)
6	7	8	9	10

Place

Date

Signature :

Name :

Designation :

Deptt :

Annexure V to Appendix y
 (Refer to Para 70 of Manual of Office
 Procedure (2nd Edition))

FORM No. V
Statement of Debts and other liabilities on First
appointment as on the
31st December 20....

Sr. No.	Amount	Name and Address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Place

Date

Signature :

Name :

Designation :

Deptt :

DELHI TECHNOLOGICAL UNIVERSITY

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ENDING

1. Name of the Officer (in full) 2. Designation: (AS ON 31 DEC,) 3. Cadre &

Batch 4. Service to which the officer belongs 5. Department: 6. Present Pay:

Name of District, Sub division, Tehsil & Village or City in which property is situated (full location & postal address)	Name & details of Property, Lands and other Buildings	Cost of construction / acquisition (and year when purchased) including of land in case of house	*Present Value	If not in own name, state in whose name held and his / her relationship to the Govt. Servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person (s) from whom acquired	Annual income from the property	Remarks
1	2	3	4	5	6	7	8

Signature:

Name & Designation:

Date:

Notes:

- *In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- ** Includes short term lease also.
- The declaration form is required to be filled in and submitted by every member of class I and class II (Group A and Group B) services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
- The wording 'No change' or 'No Addition' or 'As in previous year' may be avoided and all details filled up.
- The columns should be filled up neatly in capital letters.

Appendix AB
(Refer to para 13 (d) of Manual
of Office Procedure (2nd Edition))

DELHI TECHNOLOGICAL UNIVERSITY
established by Govt. Of Delhi vide Act 6 of 2009
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi – 110042

Store & Purchase Office

Date:

PROPOSAL SUBMISSION FORM FOR COMPUTERS AND PERIPHERALS					
		Name of the Department / Branch			
		Name of the Lab			
		Name and brief description of the Requirements of computers and peripherals along with justification **			
		No of units of equipment available in the department			
		Hardware	Existing	Proposed	Reason for requirement
(i)	PCs				
(ii)	Servers				
(iii)	Printers				
(iv)	Laptops				
		Software			
(i)					
(ii)					

	Manpower			
	(i)			
	(ii)			
	Number of Units to be Purchased Estimated Cost per Unit Estimated Total Cost			
	Is this Proprietary Item			Yes/No
	Is the item (s) available on GeM, If yes, attach printout of product with cost as available on GeM			Yes/No
	Potential Vendors			
	Places in India where Similar Equipment is Purchased. (Applicable for equipment above 5 Lacs)			
	Usage of the Equipment in the Department / University.			
	Faculty doing Research using similar equipment /same equipment at other places.			
	Any other Department's Faculty may use this equipment.			
	Minutes of Department for equipment above Five Lacs DPC and DPC meeting for the purchase of the Equipment below Five Lacs.			

** For computer, student-computer ratio as per AICTE to be provided. For research related, utility details to be provided.

Lab In-charge/Associate Lab In-charge/Branch in-charge
Head of Department



**MANUAL OF
OFFICE PROCEDURE
(SECOND EDITION), 2019**