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	Version:	1.0
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	Pages:	1-21
	Signature of authorizer	Director IQAC

S. No.

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Abbreviations

- **AC** : Academic Council
- **ACP**: Assured Career Progression
- **AE**: Assistant Engineer
- **AR**: Assistant Registrar
- **Asso. Prof.:** Associate Professor
- **Asstt. Prof.:** Assistant Professor
- **BOM**: Board of Management
- **CAS**: Career Advancement Scheme
- **CCS**: Central Civil Services
- **CEA**: Children Education Allowance
- **CEO**: Chief Executive Officer
- **CL**: Casual Leave
- **DA**: Dealing Assistant
- **DR**: Deputy Registrar
- **DTU**: Delhi Technological University
- **EDP** : Electronic Data Processing
- **EE**: Executive Engineer
- **EL**: Earned Leave
- **EOL**: Extra Ordinary Leave
- **Estt.:** Establishment
- **FC**: Finance Committee
- **GA** : General Administration
- **GPF**: General Provident Fund
- **HOD** : Head of Department

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- **HPL:** Half Pay Leave
- **I/C :** In-charge
- **JE:** Junior Engineer
- **JOA:** Junior Office Assistant
- **Jr. Mech.:** Junior Mechanic
- **JTA:** Jr. Technical Assistant
- **LS:** Leave Salary
- **LTC:** Leave Travel Concession
- **LWP:** Leave Without Pay
- **MACP:** Modified Assured Career Progression Scheme
- **NCT :** National Capital Territory
- **NOC:** No Objection Certificate
- **NPS:** National Pension Scheme
- **OA:** Office Assistant
- **PC:** Pension Contribution
- **PDF:** Professional Development Fund
- **PGMS:** Public Grievance Monitoring System
- **PO:** Project Officer
- **Prof.:** Professor
- **PVC:** Pro Vice Chancellor
- **Reg.:** Registrar
- **RTI :** Right To Information
- **SO:** Section Officer
- **SOA:** Senior office Assistant
- **Sr. Mech.:** Senior Mechanic
- **TA:** Travelling Allowance
- **VC :** Vice-Chancellor

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1. Introduction

Establishment Branch of University, Delhi Technological University

The Establishment Branch is the backbone of the University and is responsible to upkeep of service records of the Academic/Non Academic staff and deal with their personal matters in the light of CCS Rules and decision/directions issued by the Governing body of the university in the Board of Management (BOM). The entire work of Establishment Branch is being governed by various provisions of the Act, Statutes, Ordinances and Rules & Regulations made therein by the authorities of the Delhi Technological University established by Govt. Of NCT of Delhi vide Act of 6 of 2009.

This document contains the detailed structure and procedures related to the various activities of the Establishment Branch.

2. Amendments

1st document amendment will be carried out with the approval of the Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

Establishment Branch of University, DTU deals with the matters concerning personal records/ service related matters of Professors, Associate Professors, Assistant Professor, Officers and Technical & Non- Technical Staff of Delhi Technological University in accordance with CCS Rules and rules framed by the Board of Management.

3.2 Quality Policy

To ensure that the service matters of the Faculty members and Academic/ Non-Academic employees has been accomplished in compliance to CCS Rules and rules, DTU policy framed/approved by the Board Of Management keeping the Govt. policies, orders and regulation of Govt. agencies from time to time. It is priority of the Establishment Branch that the personal/

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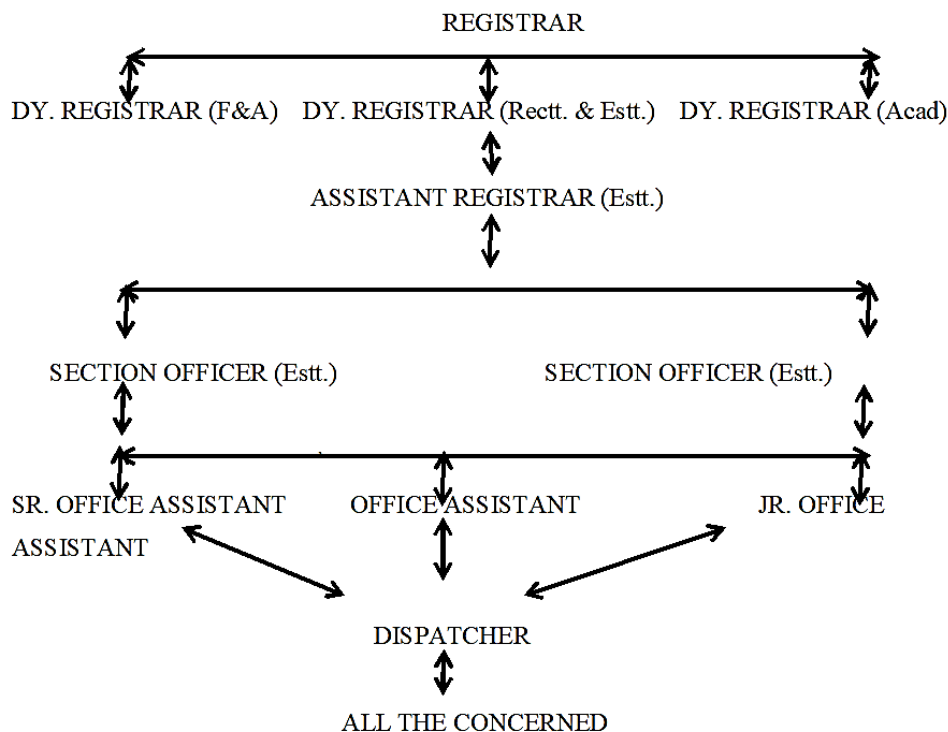
services matters has been dealt to achieve high quality with standard processors in time bound manner as quality policy.

4. Responsibilities

To ensure that the personal/ services matters are being dealt as per CCS Rules and rules framed by the Board Of Management keeping the Govt. policies, orders and regulation of Govt. agencies from time to time.

4.1. Context of the Organization

4.1.1. Organisation chart of establishment branch



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	<ol style="list-style-type: none"> 1. The Establishment Branch is headed by Registrar and he supervises all the activities of Establishment Branch. 2. Co-ordinate all the activities related to establishment matters of the university and/or any other establishment matters deemed fit by the competent authority of the university 3. Convenes the meeting of the Committee for establishment related matters. 4. Administrative approval/ directions/recommendations on the proposal submitted by establishment branch. 	<ol style="list-style-type: none"> 1. Issues Notices, Circulars, U.O Notes, Memorandums, etc. related to Establishment Branch. 2. Recommends processing of bills and payments related to CEA, PDF, Pay fixation, LTC, Leave Encashment and any other activities related with Establishment Branch. 3. Appoints committee for weeding out of records. 4. Any other authority being delegated by the Competent Authority of University.
Dy. Registrar	<ol style="list-style-type: none"> 1. Supervise the work of Establishment Branch. 2. Distribution of work to the dealing assistant through AR and SO. 3. To get maintained records of the Establishment Branch. 4. Channel of Supervision. 	<ol style="list-style-type: none"> 1. All establishment matters of the University. 2. Service matters of the regular/contractual employees. 3. Issues Notices, Circulars, U.O Notes, Memorandums, etc. related to Establishment Branch. 4. Recommends processing of bills

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	<p>5. Custodian of records of Establishment Branch.</p>	<p>and payments related to CEA, PDF, Pay fixation, LTC, Leave Encashment and any other activities related with Establishment Branch.</p> <p>5. Any other authority being delegated by the Competent Authority of University.</p> <p>6. Distribution of the duties and function of the service matters of the regular/contractual employees under the kind control and direction of the Hon'ble Vice-Chancellor and Worthy Registrar as per the provisions of University Act & Statutes, University-BOM decisions and other Govt. of Delhi rules as applicable.</p> <p>7. To get maintains all the records of service matters of the regular/contractual employees in documentary form.</p> <p>8. Directions : Vice-Chancellor ▶ Registrar ▶ Deputy Registrar ▶ AR ▶ SO ▶ DA</p>
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Assistant Registrar	<ol style="list-style-type: none"> 1. To get maintain the information and file of the Establishment Branch. 2. To review the current personal files and internal movements by section officer and dealing assistant. 3. To review the standing notes, guard file and other information submitted by SO related to establishment branch. 4. Distribution of work to the dealing assistant through SO and DA. 5. Supervise the work performed by the SO and DA of Establishment Branch. 	<ol style="list-style-type: none"> 1. Authentication of sanction issued in the name of competent authority. 2.Refer the remarks of the competent authority, guidelines of UGC, AICTE, NAAC, NBA and MHRD for seeking advice, information and approval etc. 3.Addressing officers of the Department for collection of data, factual information etc. and communication of Govt. orders, sanction etc. 4.Taking and communicating decision in cases where the principles are clear or where the Ministry of Finance or MHRD or other authorities have concurred in the course of action proposed. 5.To get disposal of cases on his own responsibility.
Section Officer	<ol style="list-style-type: none"> 1. To maintain the information and file in assistance with dealing assistant of the Establishment Branch. 2. To get maintain the current personal files and internal 	<ol style="list-style-type: none"> 1. To check and correct sanction issued in the name of competent authority. 2.To check and dictated the proposal according to guidelines of university, Act and statues, BOM

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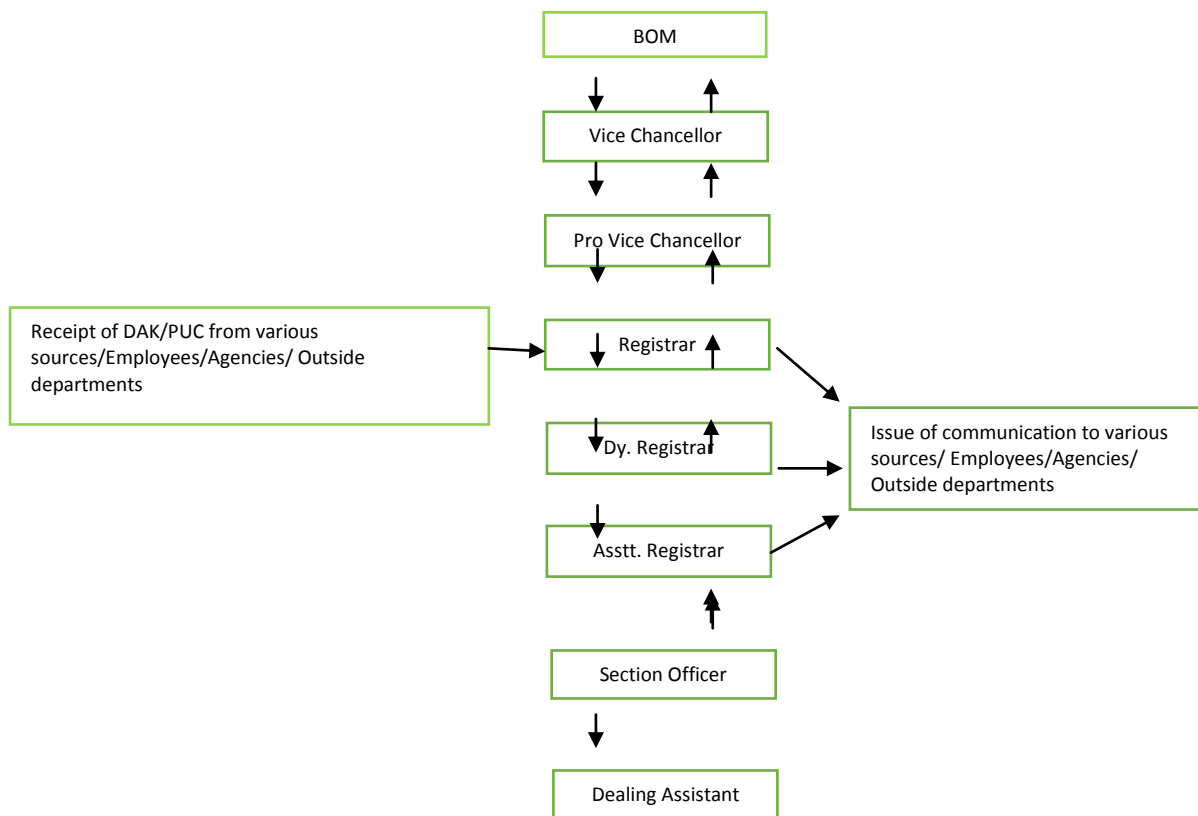
	<p>movements by dealing assistant.</p> <p>3. To check the standing notes, guard file and other information submitted by SO related to establishment branch.</p> <p>4. Distribution of work to the dealing assistant.</p> <p>5. Supervise the work performed by the DA of Establishment Branch.</p>	<p>decisions, UGC, AICTE, NAAC, NBA and MHRD for seeking advice, information and approval of the competent authority.</p> <p>3.Processing officers of the branch for collection of data, factual information etc. and communication of Govt. orders, sanction etc.</p> <p>4.Communicating decision in cases where the principles are clear or where the Ministry of Finance or MHRD or other authorities have concurred in the course of action proposed.</p> <p>5.To get disposal of cases on his own responsibility.</p>
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4.1.3 Work Culture

All the activities of the Establishment Branch are time bound and confidential in nature. The officials posted in the Establishment Branch are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

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4.1.4 Flow of Processes and Information



4.1.5 Internal Issues

- Shortage of work-force
- Shortage of Computers and its peripherals
- Shortage of Space

4.1.6 External Issues

- Receiving recommendation of BOM
- Receiving request of teaching/non-teaching/technical/retired staff
- Receiving of orders and implementation of order issued by the authorities time to time.
- Implementation of rules and regulations of AICTE, UGC, DTTE and MHRD.

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4.1.7 Opportunities

Establishment Branch contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various activities through prescribed rules and regulations, dedicated staff and support from all departments.

4.1.8 Interested Parties

- 4.1.8.1 Serving and Retired Faculty, Officers and Technical & Non- Technical Employees, DTU.
- 4.1.8.2 Management of DTU.
- 4.1.8.3 Ministries/ Departments/ Agencies of Govt. of India.
- 4.1.8.4 Directorate of Training & Technical Education, GNCT of Delhi.
- 4.1.8.5 Board of Management of DTU
- 4.1.8.6 CAG Audit
- 4.1.8.7 Local Fund Audit, GNCT of Delhi
- 4.1.8.8 UGC, AICTE, NAAC, NBA and MHRD
- 4.1.8.9 GNCT of Delhi.

1. Scope

5.1 Scope of the Quality Management System

The Establishment Branch creates and maintains the service records of the duly recruited Faculty, Officers and Technical & Non- Technical Employees and deals with their personal matters and various claims according to CCS Rules and rules framed by the BOM based on Rules, regulations framed by Ministries, Departments and Govt. agencies, Govt. of India.

4.2 Locations

- 4.2.8.1 Delhi Technological University, Bawana Road, Delhi – 110042
- 4.2.8.2 University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

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5.3 Exclusions

- None

2. Procedures

On receiving copy of appointment letters along-with original application and medical report, personal file and service book is created by dealing assistant under the supervision of Section Officer, Assist/Dy. Registrar. Proposal for taken on the strength and fixation of pay of the newly recruited Faculty, Officers and Technical & Non- Technical Employees is initiated by the dealing Assistant, Section Officer, Assist/Dy. Registrar (R&E) for seeking approval of the competent authority through Registrar/Pro Vice Chancellor/ Vice Chancellor. Personal matters such as sanction of leave, reimbursement of CEA, LTC, permission for attending International/National Conferences, FDP, workshop and seminars also initiated by The dealing Assistant, Section Officer, Assistant Registrar(Estt.), Dy. Registrar (Estt.) for seeking approval of the competent authority, Registrar/Pro Vice Chancellor/ Vice Chancellor.

2.1 Top Level Process

- 2.1.4 Receipt of Dossiers of newly appointee from Recruitment Cell.
- 2.1.5 Creation of personal files and service books for taken on strength of the appointee.
- 2.1.6 Verification of Character and antecedent.
- 2.1.7 Record of Home Town declaration, Family details, Spouse Information, nomination for NPS.
- 2.1.8 Process the request for LTC, CEA, PDF, International/National Conferences/Workshop/ Seminar/FDP/Short Term Courses.
- 2.1.9 Forwarding of application for outside appointment and formalities related to relieving (in case of selection).
- 2.1.10 Issue of NoC for obtaining Indian Passport/visit abroad/VISA.
- 2.1.11 Issue of NoC for various kinds of Fellowship/ Higher Education/ Ph.D./ Post Doc.
- 2.1.12 Processing of cases regarding promotion under CAS.

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2.1.13 Processing of cases regarding grant of MACP.

2.1.14 Issue of orders of superannuation and initiate the activities pertain to superannuation like sanction of Leave Encashment, Group Insurance, etc.

3. Complete Department Procedures

3.1 Procedure

7.1.1 Creation of Personal File & Service Book

- (a) On the receipt of the dossiers of the newly appointee faculty/officer/employee dealing assistant (DA) will create personal file and service book in the name of appointee.
- (b) The personal file will be assigned a unique number that will be entered in the File Opening Register.
- (c) He/she will bring all the facts on the file propose to fix pay in the time scale as mentioned in the appointment letter.
- (d) Issue orders for taken on the strength of the university after getting approval of the competent authority.

Check List: Establishment Department should receive list of selected candidates and their dossiers.

Timeline: 10-15 working days.

7.1.2 Verification of character & antecedent

- (a) On the receipt of the dully filled in attestation form from the newly appointed faculty/officer/employee.
- (b) DA will examine that the attestation form is filled in all respect.
- (c) DA will propose to get verified character & antecedents (DTU.Estt.001) in respect of newly appointee from the District Magistrate of the concerned district.

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(d) After getting necessary approval of the competent authority on the file duly filled in attestation forms will be forwarded to the district authority concerned for verification of character and antecedent.

(e) On receipt of the verification report from the concerned district authority entries to this effect will be recorded in the service book.

Check List: Attestation form submitted by the newly appointee, is filled in all respect.

Timeline: 07 working days.

7.1.3 Declaration of Home Town, Family details Spouse information, Nomination for NPS:

(a) Receipt of declaration for Home Town, Family details, Spouse information, Nomination for NPS by the newly appointed faculty/officer/employee.

(b) DA will examine that the forms is filled in all respect.

(c) DA will put up the declarations of the appointee on the personal file for necessary approval of the competent authority.

(d) The file will be routed through S.O, AR & DR to the Registrar for acceptance.

(e) After approval necessary entries will be made in the service book.

Check List: Declaration of Home Town, Family details, Spouse information, Nomination NPS form submitted by the newly appointee, is filled in all respect.

Timeline: 07 to 10 working days.

7.1.4 Process the request for LTC, CEA, PDF, International/National Conferences/ Workshop/ Seminar/FDP/Short Term Courses.

(a) On the receipt of the request of the faculty/officer/employee.

(b) The DA will examine the request for LTC (DTU.Estt.006), CEA (DTU.Estt.007) in the light of CCS Rules/DTU Notifications.

(c) DA will obtain Vigilance Clearance, wherever foreign visit is required.

(d) Process the same on the personal file with all the facts the proposal will be re-examined at the level of S.O.

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(e) Proposal will be forwarded to the competent authority through AR/DR for grant of necessary approval. However, in the case of the erstwhile DCE faculty, the proposal for grant of permission to attend international conference outside country will be forwarded to DTTE, GNCT of Delhi for approval of the competent authority.

(f) Necessary approval/permission/decision will be communicated after receipt of the file from DTTE in respect of Erstwhile DCE faculty/employees.

Check List: Request of the faculty/officer/employee is completed in all respect.

Timeline: 07 to 15 working days.

- 07 to 10 working days for processing the request of Erstwhile DCE employees, necessary orders will be issued after approval of the competent authority received through DTTE.

7.1.5 Forwarding of applications for outside appointment.

- On receipt of the request of faculty/officer/employees for forwarding of application for outside appointment/employment. Vigilance Clearance will be obtained at university level from Vigilance Cell.
- DA will examine and process on the personal file in the light of provisions contained under clause VII of the guidelines of DOPT endorsed by DTTE, GNCT of Delhi.
- The proposal will be re-examined by the S.O. in the light of applicability of rules framed by the Govt./GNCT of Delhi/BoM of DTU .
- Submit the file for approval of the competent authority through AR/DR. However, in the case of erstwhile DCE faculty, proposal on their personal file will be forwarded to DTTE for necessary approval/permission of the competent authority.
- Application for outside appointment will be forwarded to the concern department after getting approval from the competent authority.

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Check List: Request of the faculty/officer/employee is completed in all respect.

Timeline: 07 to 15 working days for DTU.

- 07 to 10 working days for processing the request of Erstwhile DCE employees, necessary orders will be issued after approval of the competent authority received through DTTE.

7.1.6 Issue of NOC for obtaining Indian Passport & Visit abroad:

- (a) On receipt of the application of faculty/officer/employees for issue of No Objection Certificate (NOC) for obtaining Indian Passport/Visit Abroad (DTU.Estt.008), vigilance clearance, will be obtained at University level.
- (b) After that the request will be examined and processed on the personal file by the DA, in the light of provisions contained under CCS (Conduct) Rules.
- (c) The proposal will be re-examined by the S.O. in the light of applicability of rules framed/amended time to time by the Govt./GNCT of Delhi/BoM of DTU.
- (d) Submit the file for approval of the competent authority through AR/DR. However, in the case of erstwhile DCE faculty, proposal on their personal file will be forwarded to DTTE for necessary approval/permission of the competent authority.
- (e) After getting approval of the competent authority NOC for obtaining Indian Passport/Visit abroad will be issued.

Check List: Request of the faculty/officer/employee is completed in all respect.

Timeline: 07 to 15 working days.

- 07 to 10 working days for processing the request of Erstwhile DCE employees, necessary orders will be issued after approval of the competent authority received through DTTE.

7.1.7 Issue of NoC for various kinds of Fellowship/ Higher Education/ Ph.D./ Post Doc.

- (a) On receipt of the application of faculty/officer/employees for issue of No Objection Certificate (NOC) for various kinds of Fellowship/ Higher

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Education/ Ph.D./ Post Doc Research, vigilance clearance, will obtained at University level.

- (b) After that the request will be examine and process on the personal file by the DA in the light of provisions contained under CCS (Conduct) Rules.
- (c) The proposal will be re-examined by the S.O. in the light of applicability of rules framed/amended time to time by the Govt./GNCT of Delhi/BoM of DTU
- (d) Submit the file for approval of the competent authority through AR/DR. However, in the case of erstwhile DCE faculty, proposal on their personal file will be forwarded to DTTE for necessary approval/permission of the competent authority.
- (e) After getting approval of the competent authority NOC for Fellowship/ Higher Education/ Ph.D./ Post Doc Research will be issued.

Check List:Request of the faculty/officer/employee is completed in all respect.

Timeline:07 to 15 working days.

- 07 to 10 working days for processing the request of Erstwhile DCE employees, necessary orders will be issued after approval of the competent authority received through DTTE.

7.1.8 Processing of cases regarding promotion under CAS

- (a) On receipt of the application of faculty members for promotion under CAS (DTU.Estt.023).
- (b) The application of faculty members for promotion under CAS will be forwarded to chairman, CAS screening committee for their examination and recommendation.
- (c) Vigilance Clearance, Integrity Certificate, Work Conduct Report, APAR will be obtained from the concern authorities.
- (d) A meeting of the external experts in case of CAS will be conducted in the light of provisions contained under CCS (Conduct) Rules, as per AICTE Notification

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bearing No. 37-3/legal/2010 dated 05.03.2010, AICTE notification No. 27/RIFD/Pay Scales/01/2013-14 dated 04.01.2016 and As per DTTE letter No. F.3/19/TE/AD/Part File/Part IV(b)/1059 dated 29.07.2016 for further recommendations.

- (e) The recommendation of the external experts will be forwarded to DTTE in case of Erstwhile DCE faculty/employees and in the case of DTU faculty members the recommendation will be placed before the forthcoming meeting of the BOM for necessary approval.
- (f) After getting approval of the competent authorities necessary office order for promotion under CAS Stage 1 to 2, Stage 2 to 3, Stage 3 to 4 and Stage 4 to 5 (whichever is applicable) will be issued.

Check List: Request of the faculty/officer/employee is completed in all respect.

Timeline: 10 to 20 working days for obtaining IC, VCC, WCR, APARs.

- 07 to 10 working days for issue of necessary orders after approval of the competent authority.

7.1.9 Processing of cases regarding grant of MACP

- (a) On receipt of the application of officer/employees for grant of MACP.
- (b) Vigilance Clearance, Integrity Certificate, Work Conduct Report, APAR will be obtained from the concern authorities.
- (c) The application of officer/employees for grant of MACP will be forwarded for recommendation to committee constituted by the VC, DTU.
- (d) The recommendation of the committee will be forwarded to DTTE in case of Erstwhile DCE employees and in the case of DTU employees the recommendation will be placed before the forthcoming meeting of the BOM for necessary approval.
- (e) After getting approval of the competent authorities necessary office order for grant of MACP will be issued.

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Check List: Request of the officer/employee is completed in all respect.

Timeline: 10 to 20 working days for obtaining IC, VCC, WCR, APARs.

- 07 to 10 working days for issue of necessary orders after approval of the competent authority.

7.1.10 Issue of orders of superannuation:

- In the month of April every year, DA(s) will prepare list of faculty/officers/employees those are due for superannuation in next two financial years likewise 2018 – 19 & 2019 – 20.
- DA(s) with the association of S.O. will review the entries in the service book regarding Service verification, Leave Account, EOL on private affairs, and period of Dies – non (If any).
- Necessary orders regarding superannuation will be issued six (6) months in advance from the date of superannuation and a set of forms for pensionary benefits along with the copy of superannuation order will be provided to the Retiree.
- Dully filled in forms (DTU.Estt.010) received from the Retiree along with No-dues certificates (DTU.Estt.009) issued by all the concerned departments/branches will be forwarded to Pension Cell of DTU for determining pension, commutation of pension, release of Provident Fund, Gratuity and other terminal benefits.

Check List: Pension documents are filled by the retiree in all respect.

Timeline: List of Faculty/Officers/Employee due for superannuation will be issued within 10 working days of April every year.

- 07 to 10 working days for forwarding the case to pension cell at DTU.

7.2 Maintenance of Records

7.2.1 Summary

- All personal files and service books are retained life time as per the prevailing Record Retention Rules framed by the University time to time.

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- Files of a purely ephemeral nature such as (casual leave records OR circulars of temporary nature) containing papers of letter reference will be destroyed after one year with being formally recorded.

7.2.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

8. Overview

8.1 Process Sequence

- Refer Flow of Processes and Information flowchart at 4.1.4

9. Related documents

- Leave Rules (Teaching Staff) (Vide Notification No. DTU/Leave (NT)/Estt./2017/425 dated 10.01.2018.
- Leave Rules (Non -Teaching Staff) (Vide Notification No. DTU/Leave (NT)/Estt./2017/ 424 dated 10.01.2018.
- Guidelines for Professional Development Fund (PDF) No. F.1/DTU/Estt/PDF/2011/ 11263 dated 07.12.2016.

10. Related Forms

List of useful forms.

S. No.	Form Name	Form No.
1.	Verification of character & antecedent	(DTU.Estt.001)
2.	Home Town Declaration	(DTU.Estt.002)
3.	Family Details	(DTU.Estt.003)
4.	Spouse Information	(DTU.Estt.004)
5.	Nomination NPS	(DTU.Estt.005)
6.	LTC	(DTU.Estt.006)
7.	CEA	(DTU.Estt.007)

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8.	Applying for visit abroad	(DTU.Esst.008)
9.	No Dues Certificate	(DTU.Esst.009)
10.	Pension Form	(DTU.Esst.010)
11.	Earned Leave/ Commuted Leave/Half Pay Leave	(DTU.Esst.011)
12.	Joining Report EL/Commutated Leave/HPL	(DTU.Esst.012)
13.	Casual Leave/Compensatory/ Station Leave	(DTU.Esst.013)
14.	Application for Maternity/ Paternity Leave	(DTU.Esst.014)
15.	Movable Property Form	(DTU.Esst.015)
16.	Immovable property Form	(DTU.Esst.016)
17.	Oath of allegiance	(DTU.Esst.017)
18.	Check list for counting of Past Service	(DTU.Esst.018)
19.	Study Leave Application	(DTU.Esst.019)
20.	Application for Travel Grant	(DTU.Esst.020)
21.	Application for advance/withdrawal GPF	(DTU.Esst.021)
22.	Application for change of declared Home Town	(DTU.Esst.022)
23.	Application for CAS	(DTU.Esst.023)

11.References

- Books:- FRSR –Part I, FRSR –Part II, FRSR –Part III, CCS(Conduct) Rules, CCS(CCA) Rules, CCS(Leaves) Rules, CCS(LTC) Rules, Establishment and Administration Manual, GFR, Pension Compilation.
- Website: www.dopt.gov.in, www.dtu.ac.in, www.delhi.gov.in

12.Attachments

- List of Important Forms and necessary documents.

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Abbreviations

- **AC:** Academic Council
- **AICTE:** All India Council for Technical Education
- **BOM:** Board of Management
- **DCE:** Delhi College of Engineering
- **DoC:** Document
- **DTU:** Delhi Technological University
- **DTTE:** Directorate of Training & Technical Education
- **HOD:** Head of Department
- **LG:** Lieutenant Governor
- **MoU:** Memorandum of Understanding
- **NCT:** National Capital Territory
- **PG :**Post Graduate
- **Pro VC :**Pro Vice Chancellor
- **RTI:** Right to Information
- **UG:** Under Graduate
- **UGC:** University Grants Commission
- **VC:** Vice Chancellor
- **Ver.:** Version

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1. Introduction

Council Branch of the DTU is a part of administration dealing with conduct of all important meetings of the University where policy decisions relating to academic, recruitment and administrative matters are taken. The branch is working directly under the overall supervision of the Registrar of the University. The decisions taken in the various meetings are being conveyed to all concerned for implementation. The purpose of this document to apprise all concerned about the various processes and timelines followed by the Council Branch.

2. Amendments

This is the first document and amendments, if any, can be made as and when required with the approval of the competent authority as per Act and Statutes of this university.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

1.1 Welcome

Council Branch is an important branch dealing with the formulation of Acts, Statutes, Ordinances and Policies of the University and process the matter for necessary amendments in the Act, Statutes, Ordinances and Policies of the University as and when required.

1.2 Quality Policy

- The Council Branch ensures smooth processing of the amendments in existing Rules/Procedures in fix time schedule with accuracy.

2. Responsibilities

2.1.1 Organization Chart of Council Branch

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REGISTRAR



CONSULTANT



JR. OFFICE ASSISTANT/DATA ENTRY OPERATOR

4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	1. To receive the agenda papers from various departments/branches to be included in the draft final agenda of the respective meetings. After the meetings are held, minutes preparations, obtaining approval of competent authority and sign the minutes and orders, send it to the concerned departments/branches for taking necessary action as per decision.	1. Issue of notices to convene the meetings of authorities and committees appointed by the competent authority.
Consultants	1. To compile the agenda items of	----

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	various branches and to circulate agenda. Minutes, notices, circulars, U.O. Notes, memorandums to all concerned after approval of the Competent Authority.	
Data Entry Operator	<ol style="list-style-type: none"> 1. To prepare agenda and minutes as provided by the authorities. 2. To maintain the record of all meetings of BOM, AC and Court of the University. 3. To initiate action for constitution of various governing bodies and convening the meetings. 4. To obtain the funds required for the meetings and to settle the account against the advance withdrawal within prescribed period. 5. To prepare the office orders/ notifications/notices based on the decisions taken in the meetings. 	----

4.1.3 Objectives & Goals:

- To process matters relating to framing of new Statute and Amendments in the existing Act/ Statutes/ Ordinances.

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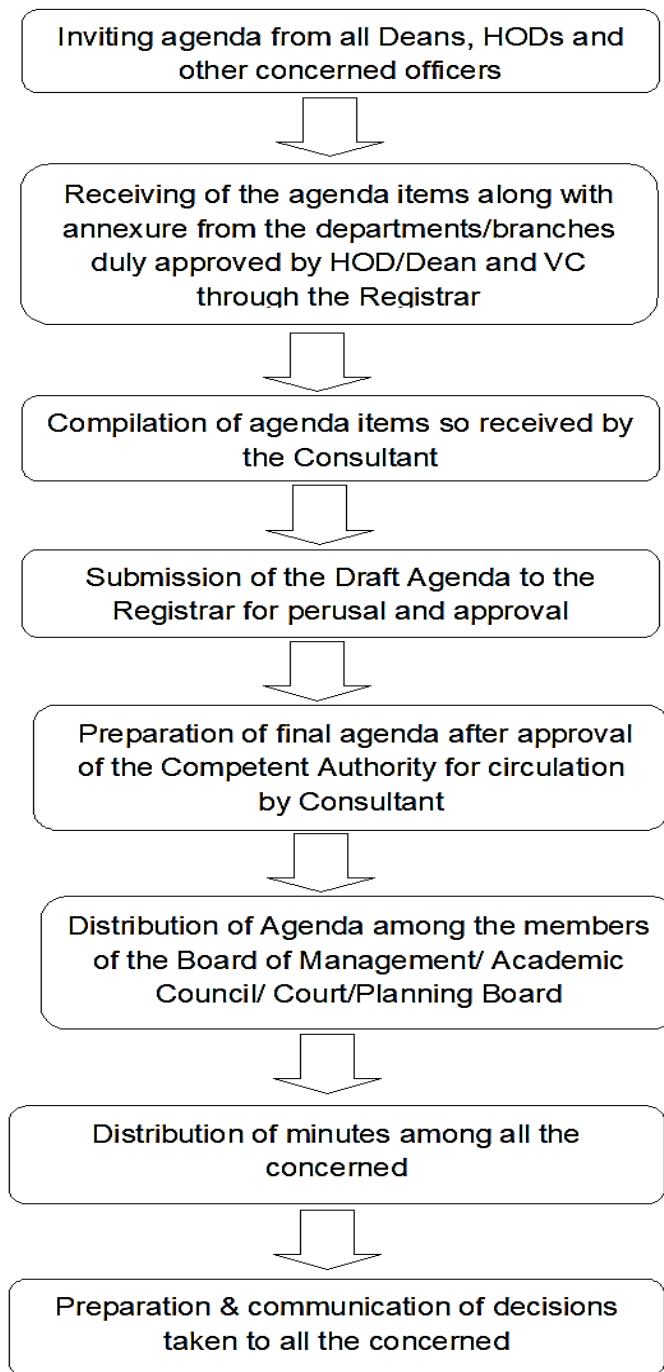
- To maintain and update the records of Governing Bodies i.e. the Board Management, the Academic Council, the Planning Board and the Court of Delhi Technological University.
- To make arrangements for conduct of meetings of major governing bodies of the University at prescribed intervals.
- To compile the agenda items of the meetings and to prepare and communicate minutes of the meetings to the members.
- To process for reconstitution or any other changes required in the governing bodies.
- To provide information of the major policies, decision taken in the meetings and agenda related information to the departments/ branches.
- To update the Rules, Regulations, Policies and Schemes for the students, faculty and staff remains in accordance with the norms of All India Council for Technical Education (AICTE), University Grants Commission (UGC) or other reputed institutions of the country as suggested by the concerned departments/branches.
- To start the process of constitution/reconstitution of the governing bodies as per Act and Statutes after expiry of their tenure.

4.1.4 Work Culture

All the activities of the Council Branch are time bound and confidential in nature. The officials posted in the branch are committed to timely completion of various activities maintaining due confidentiality.

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4.1.5 Flow of Process and Information



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4.1.6 Internal issues

- Shortage of workforce
- Shortage of Computer and peripherals
- Shortage of space
- Delay in submission of relevant information from other departments.

4.1.7 External Issues

- Late receipts of the agenda papers from the departments/branches.
- Incomplete receipt of agenda papers i.e. without annexures, non-receipt of soft copies.
- Receipt of agenda items without the approval of the Competent Authority i.e. VC from the departments/branches.

4.1.8 Risks

- Information provided by the departments for agenda items should be accurate, authentic and as per records/documents.
- Confidentiality of information be maintained.

4.1.9 Opportunities

- The Council Branch contributes in providing the accurate, authentic records to the concerned so that the interest of the DTU is safeguarded.

4.2 Interested Parties:

- 4.2.1 Chancellor
- 4.2.2 Principal Secretary, Finance, Government of NCT of Delhi
- 4.2.3 Principal Secretary/Secretary, TTE, Government of NCT of Delhi
- 4.2.4 Directorate of Training and Technical Education
- 4.2.5 External Eminent Persons from academia and industry
- 4.2.6 Administration of DTU
- 4.2.7 Auditors
- 4.2.8 Faculty and Employees of DTU (Regular and Contractual)
- 4.2.9 Academic Branches (UG/PG)

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3. Scope

5.1 Scope of the Quality Management System

Council branch deals with the various processes involved in the highest level decision making process of the University affecting the faculty, staff, students and other stakeholders. Therefore, quality management system becomes very important for laying down the different steps and timelines needed for enabling the Court, Board of Management, Academic Council and Planning Board to take appropriate decisions. Thus, the branch by placing all the documents and papers before the authorities in the meeting facilitates decision making process at the top level. Therefore, adhering to the timelines and documentation prescribed herein becomes very important.

5.2 Location

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

5.3 Exclusions

- None

6. Procedures

6.1 Process Management Methodology

As already indicated, Council branch facilitates conduct of following statutory meetings:-

- Court
- Board of Management
- Academic Council
- Planning Board

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6.2 Top Level Process

The processes involved in the above task is almost similar except that the members in the above meetings are different and in case of Court meeting, Chancellor i.e. Lt. Governor is the Chairman. The other meetings are chaired by Vice Chancellor. The following processes are involved in it:

- (a) Inviting matters/ issues to be placed in the meeting from the different department/ branches 30 days in advance.
- (b) Receipt of matters/ issues in hard as well as soft copies by the Council branch duly approved by VC from the departments/ branches through Registrar 15 days in advance.
- (c) Issue of meeting notice and dispatched of agenda papers to the members by the Registrar 10 days in advance.
- (d) Last moment receipt of matters/ issues for placing before the meeting as Supplementary agenda by the Registrar.
- (e) Making arrangement of hospitality and payment of honorarium to the eligible members by the consultant immediately after the meeting concludes.
- (f) Recording of the decisions taken during the meeting by the Registrar.
- (g) Preparation of the minutes of the meeting accurately and with precision in 3 days.
- (h) Issue of the minutes of the meeting to all the members after taking approval of the Competent Authority by Registrar in 7 days from the date of the meetings.
- (i) Conveying decisions of the meetings and return of the files to the concerned departments/ branches by Registrar for implementing the decision by taking necessary action.
- (j) Obtaining action taken report from the concerned department/ branches on the decision taken in the meeting to place the same in the next meeting by Registrar.

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- (k) Settlement of expenditure incurred during the meetings within a period of 30 days from the date of advance received by consultant.

7. Complete Department Procedures

All head of the departments and officer in-charge send their agenda items in soft and hard copies duly approved by VC to the Registrar. After approval the matter is included in the agenda. Agenda is to be received 15 days in advance from the date of the meeting. Agenda is sent to all the members 10 days before the date of the meeting.

After approval by the governing body related to academic/administrative/finance etc., the appropriate matter is placed before the apex authority i.e. the Board of Management for its approval, confirmation, ratification or information. Once the matter is approved by the Board of Management and minutes are issued, decision conveyed, it is to be implemented by the concerned department/ branches.

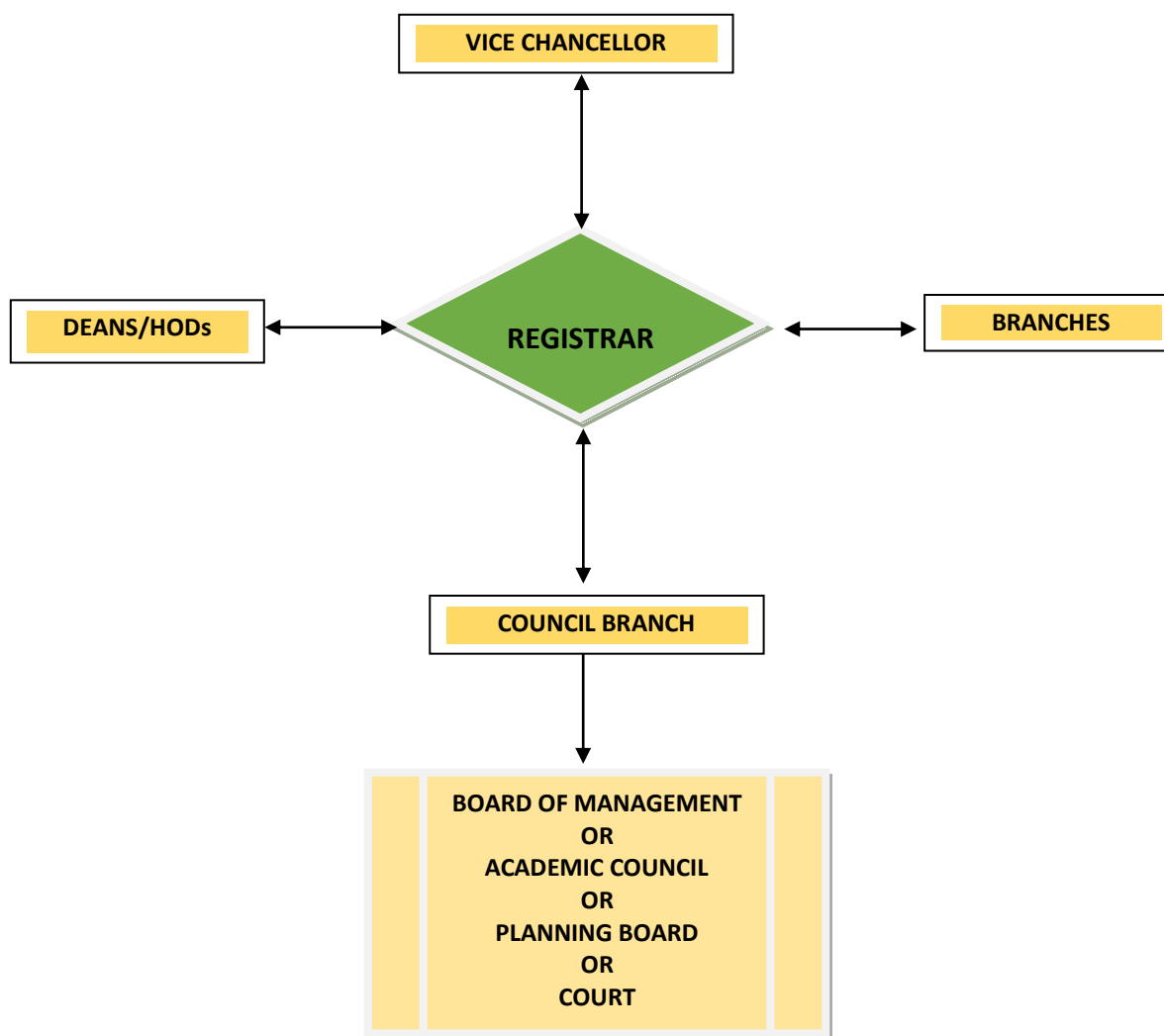
Checklist: Information with annexure in hard and soft copies is to be provided by the concerned departments/ branches well in advance.

Timeline: Issue of meeting notice one month in advance from the date of the meeting.

- Information with annexure with hard and soft copies to be provided by the concerned department/ branches 15 days in advance from the date of meeting.
- Finalization and dispatch of agenda to the members 10 days in advance from the date of meeting.
- Finalization of minutes and its dispatch to the concerned members within one week after conduct of the meeting.
- Issue orders/notifications to all concerned within one week after issue of the minutes.
- Settlement of account of advance drawn within one month from the date of the sanction order.

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Flow Chart:



8. Maintenance of Record

8.1 Summary and Procedure

- The agenda files received in the Council branch is provided with a unique file number.

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- All the files related to conduct of these statutory meetings are kept in Council Branch as per the weed out policy of DTU.
- The agenda and the minutes of these statutory meetings are sent to the printer for its printing and binding volume wise i.e. 01 volume contains record of 05 meetings i.e. agenda paper and minutes of the meetings
- Council branch follows the policy of DTU regarding weeding out of the files and records.
- After the meetings are over and decisions recorded, the files of concerned departments/ branches are returned to them after adding the copy of the decision taken.

8.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

Checklist:

- Concerned files of the departments/ branches containing the hard copy of the agenda 15 days in advance.
- It is scrutinized to ensure that the agenda item has been approved by VC for placing it in the meeting.
- All annexures are enclosed with the agenda paper.

Timeline: Already indicated in Para 4.1.5.

9. Reply to Audit Paras

- Not applicable

10. References

- Act, Statutes and Ordinances of the University
- Norms of AICTE and UGC

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- Records of the decisions taken in all statutory meetings held since the inception of the University
- Policies of other Universities or Institutions
- DTU website

11. Attachments

- Not applicable

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Abbreviations

- **BoM:** Board of Management
- **C.A.T:** Central Administrative Tribunal
- **C.M.A:** Civil Miscellaneous Appeal
- **C.P.C:** Civil Procedure Code
- **C.S:** Civil Suit
- **CONT. A.:** Contempt Appeal
- **CONT. PETN.:** Contempt Petition
- **CR. P.C:** Criminal Procedure Code
- **D.C.E:** Delhi College of Engineering
- **D.T.U:** Delhi Technological University
- **L.P.A:** Letters Patent Appeal
- **MoU:** Memorandum of Understanding
- **M.P:** Miscellaneous Petition
- **NCT:** National Capital Territory
- **O.A:** Original Application
- **P.I.L:** Public Interest Litigation
- **REV. APPL.:** Review Application
- **S.L.P:** Special Leave Petition
- **W.P (C):** Writ Petition (Civil)

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1. Introduction

The Delhi Technological University (DTU) is having a Litigation/Legal Branch to deal with the legal matters (Civil and Criminal) where DTU is a party, through its standing counsels/empanelled counsels, Legal vetting of MoUs/Policies and Legal Opinion in administrative and financial matters through the standing counsel of DTU. The legal branch deals with the bills submitted by the counsels for appearance, drafting of affidavits etc. The bills are verified in accordance to the rates approved by Department of Law, Justice and Legislative Affairs, Govt. of NCT of Delhi.

2. Amendments

This is the first documents and amendments, if any, can be made with the approval of the Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

To safeguard the interest of Delhi Technological University in the Litigations filed against it by engaging its empanelled counsels and making payments according to the prescribed rates to the engaged counsels.

3.1.1 The Legal Branch has to accomplish the following functions:

- To coordinate with all courts/tribunals in relation to cases in which University is a party.
- Putting up the petition as and when received through the Counsel at the earliest and taking an approval for nomination of the counsels.
- To coordinate with the concerned branch in formulating of para wise comments which are required to be forwarded to the counsel for defending the case.

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- (d) Timely interaction with the counsel for getting draft/affidavit, going through the final details and timely submission to the counsel. Also liaising with counsel and checking whether the university will be depended in the court on every hearing.
- (e) Putting up a record of the said hearing on the file.
- (f) Putting on record the court/tribunal directions as and when received from the Hon'ble Court/tribunal.
- (g) Advising the concerned branch on compliance of the said court/tribunal orders.

3.2 Quality Policy

The Litigation Cell has to ensure that the interest of DTU is safeguarded in all the petitions/suits of Civil/Criminal nature filed against it in different courts of Law by engaging the empanelled counsel or by taking legal advises from the eminent lawyers of High Courts/ Supreme Courts. It is committed for timely coordination and response to the legal counsel for preparation of affidavits, timely appraisal to the competent authority regarding case proceedings and timely disposal of bills of counsels.

4.Responsibilities

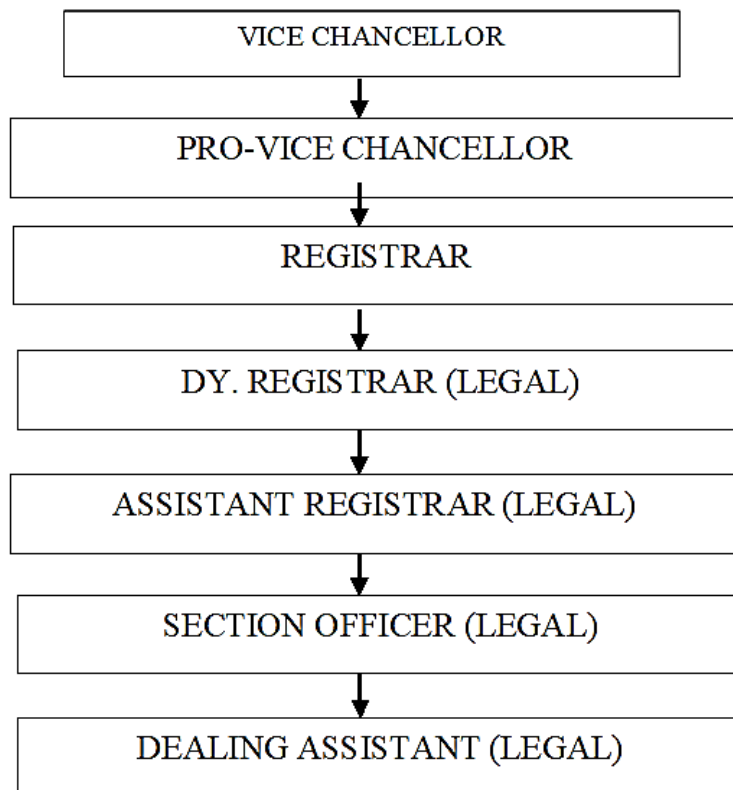
4.1 Context of the Organisation

4.1.1 Objectives and Goals:

- Deals with the legal matters where DTU is a party either as an Applicant or Respondent.
- Forward the matters of MoU/Agreements for legal vetting to DTU standing counsel.
- Coordinate with the DTU counsel as well as the DTTE in legal matters.
- Provide the reply to Legal Notices
- Obtaining Legal opinion in various matters of Administrative/financial nature forwarded by different departments.

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4.1.2 Organisation Chart of Litigation Branch



4.1.3 Responsibilities and Authorization

Designation	Responsibilities	Authority
Vice Chancellor	1. The consent of the Vice Chancellor is required in every legal matters filed against the academic/non-academic staff /students.	1. Issue notices/office orders related to compliance to court orders.
Pro-Vice Chancellor	1. Coordinate with Vice Chancellor in decision making	-
Registrar	1. Custodian of records and such other properties of the University as the BoM may commit to his charge.	1. Issue notices and convene the meetings of authorities and the

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	2. Registrar may be designated by the Vice Chancellor to represent the university in suits and proceedings, by or against the university, signed powers of attorney, verify pleadings and depute his representative for the purpose.	committees appointed by it.
Dy. Registrar (Legal)	1. Coordinate with Registrar in execution of his duties. 2. Deputy Registrar may be designated by the Registrar to represent the University in suits and proceedings, by or against the university, signed powers of attorney, verify pleadings and depute his representative for the purpose.	1. Issue notices, circulars, U.O Notes, Memorandums and convene the meetings of authorities and the committees appointed by it.
Assistant Registrar (Legal)	1. Coordinate with Dy. Registrar in finalization of parawise comments and correspondence with legal authorities	-
Section Officer (Legal)	1. To coordinate with all courts/tribunals in relation to cases in which DTU is a party. 2. To coordinate with the concerned branches of DTU in formulating of parawise comments which are forwarded to the counsel after getting approval of Competent Authority. 3. Timely interaction with the counsel for getting draft affidavit going through the final details and timely submission to the Counsel.	1. Issue of U.O. Notes within the department for timely disposal of information required in Legal matters.

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Dealing Assistant (Legal)	<ol style="list-style-type: none"> 1. Put up the petitions/suits to the Authority as and when received. 2. Maintain the record of running cases/disposed off cases. 3. Communicate the outcome of the cases to senior officers. 4. Put-up the notes related to legal opinion/vetting on the subjects/agreements forwarded by different departments of DTU. 5. Verification of the bills of Counsels. Put up the proposal of administrative approval of expenditure sanctioned from the competent authority. 	-
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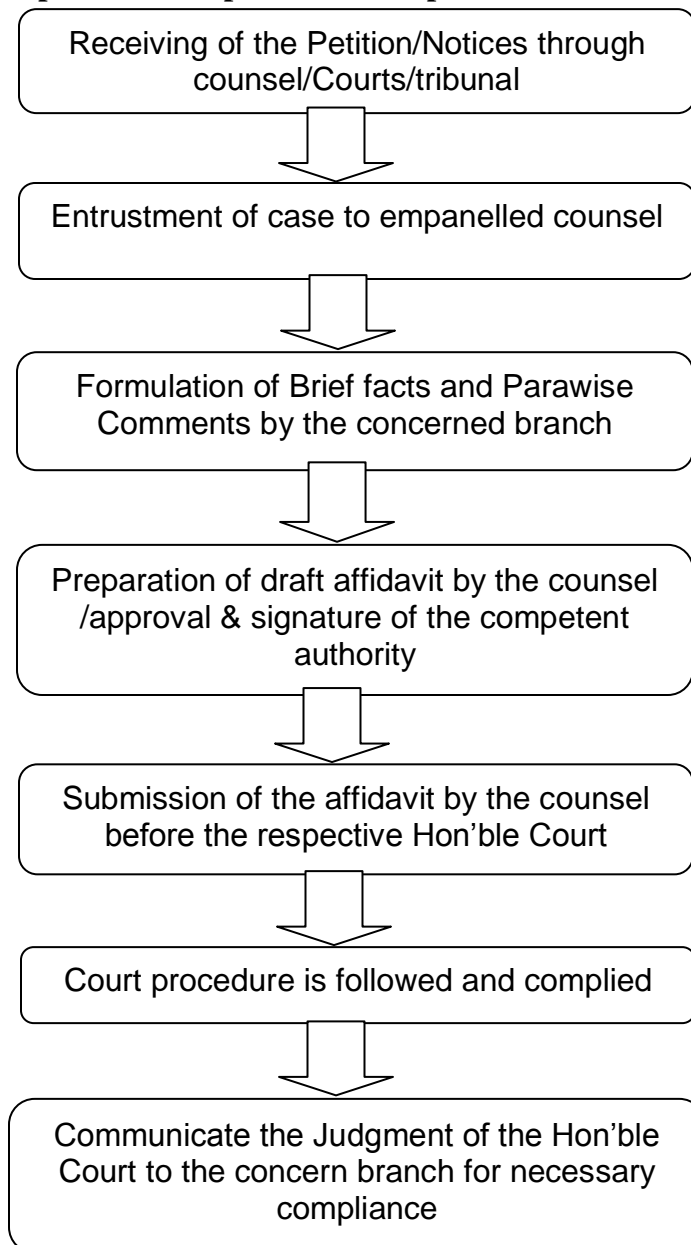
4.1.4 Work Culture

All the activities of the Litigation Cell are time bound and confidential in nature. The officials posted in the Litigation Branch are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

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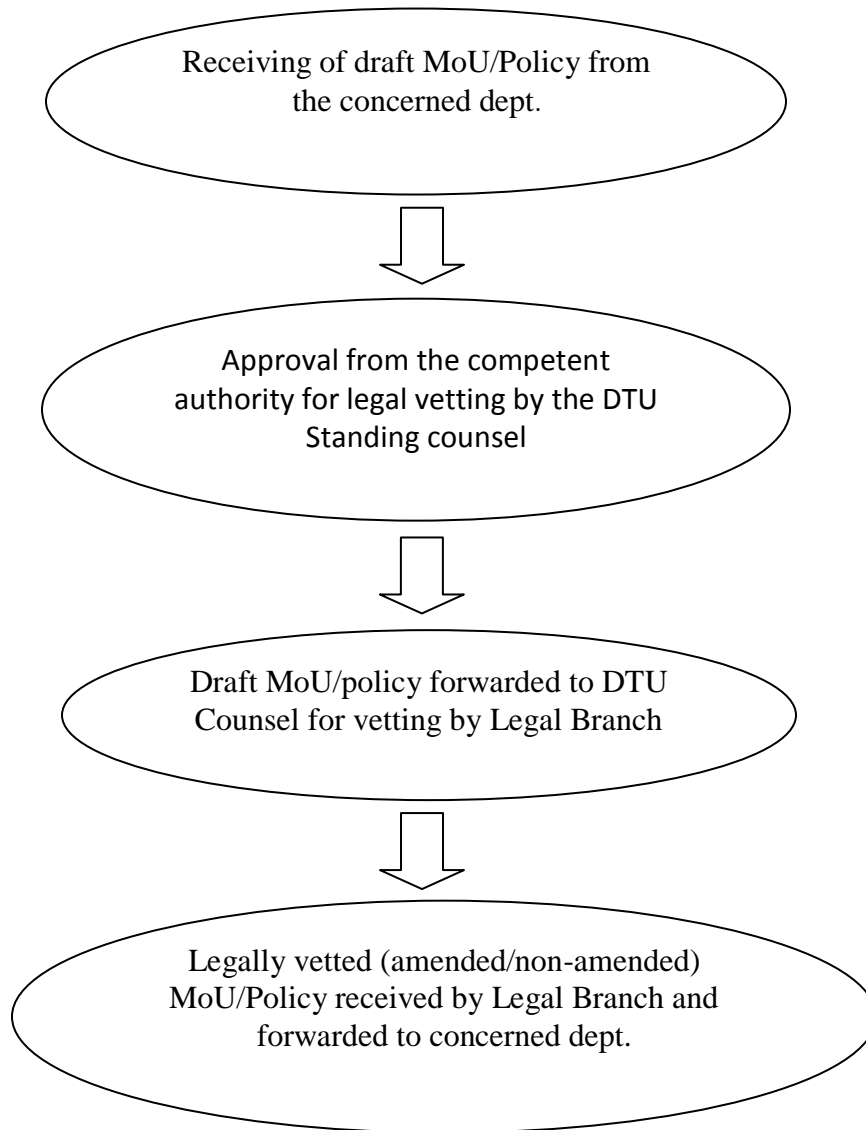
4.1.5 Flow of processes and information

a) Flow of processes adopted in case of petition/suit



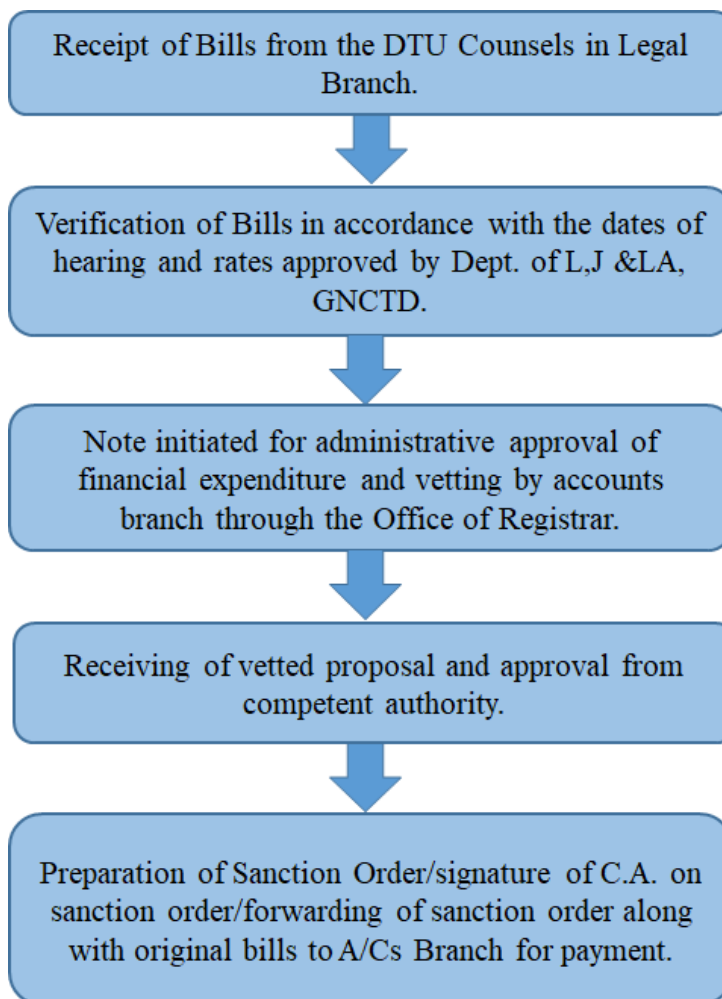
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b) Flow of processes of Legal vetting of MoUs/Policies of DTU



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c) Flow of processes of Bill payments to DTU Counsel



4.1.6 Internal issues

- Shortage of workforce
- Shortage of Computer and peripherals
- Shortage of space
- Delay in submission of relevant information from the concerned departments.

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4.1.7 External issues

- Overindulgence of Counsels in matters of other departments.
- Non-appearance of DTU counsels on the date of hearing.
- Delay in Uploading of court orders on their websites.

4.1.8 Risks

- Information provided by the departments needed in preparation of parawise comments should be accurate, authentic and available on records.
- Confidentiality of information should be maintained.

4.1.9 Opportunities

- The Litigation Branch contributes in providing the accurate, authentic records to the engaged counsels to prepare the affidavits, so that the interest of the DTU is safeguarded in the petitions/suits filed against it.

4.2 Interested parties

- 4.2.1 Govt. of National Capital Territory of Delhi
- 4.2.2 Funding agencies like PAO/UGC
- 4.2.3 Students and their parents/guardians
- 4.2.4 Officers of DTU/ Society
- 4.2.5 Employees of DTU (Regular/contractual/through agency)
- 4.2.6 Vendors/ Service provider to DTU

4. Scope

3.1 Scope of the Quality Management System(QMS)

The scope of QMS includes all the stake holders/ petitioner/ respondents and the Departments of this university.

5.2 Location

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

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5.3 Exclusions

- None

4. Procedures

6.1 Process Management Methodology

- (a) The Legal Branch, DTU receives the Petitions/Notice through counsel/courts/tribunals for further proceedings/ processing after taking necessary approval from the competent authority. Prepare the necessary affidavits on the basis of facts and comments provided by the concerned department and submit before the respective court through DTU counsel after approval and signature by the competent authority. Court direction is followed accordingly and final judgment of the court communicates to the concern branch for necessary compliance.
- (b) The Legal branch receives draft MoU's/agreements and various matters from the different departments through the office of registrar for legal vetting/opinion from the DTU counsel. The received documents send to the DTU counsel for legal vetting/opinion in the matter concerned. The legally vetted draft MoU's/legal opinion are forwarded to the concerned department through the office of Registrar for further necessary action at their end.
- (c) The Litigation Branch receipts the bills from the DTU counsels for defending the interest of DTU in different court of laws as and when entrusted to him. Bills are verified in accordance with the terms and condition prescribed by Dept. of Law, justice and Legislative Affairs, GNCTD. Taking approval of financial expenditure and vetting by accounts branch through the office of Registrar. After getting approval, a Sanction Order is prepared for signature of Competent Authority and is forwarded to Accounts Branch along with original bills for payment.

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6.2 Top Level Processes

6.2.1 Receipt and disposal of petitions/suits through DTU counsels.

6.2.2 Legal vetting of MoUs/agreements.

6.2.3 Receipt and disposal of Legal Notices.

6.2.4 Legal opinion in Administrative/Financial/Services matters.

1.2.6 Clearance of Bills of empanelled Counsels.

6.2.6 Maintenance of record

7.Complete Departmental Procedure

7.1 Receipt and disposal of petitions/suits through DTU counsels -

7.1.1 The petitions/suits/Notice for appearance are received from the Hon'ble Court or through DTU Counsels wherein DTU / DCE is a party.

Checklist

2. Copy of Petition/suits/appeal/Notice

Timeline

3. N/A

7.1.2 A note is initiated as and when the writ petition/suit is received and the necessary approvals are sought by the competent authority. Coordinate with the concerned branch to which the matter relates for formulation of parawise comments/ brief facts which are to be forwarded to the counsel for preparation of draft affidavit.

Checklist: Letter of entrustment

Relevant annexures

Timeline: Within 02 to 04 days for empanelment of counsel

Parawise comments alongwith annexures send to the counsel as and when received from the concerned branches preferably 07 to 10 days before the date of hearing.

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7.1.3 Timely interaction with the counsel for finalisation of draft affidavit, evaluation of the draft affidavit and final approval from the competent authority of the affidavit with stamp and signature on the affidavit for final submission before the Hon'ble Court on the date of hearing by the DTU counsel.

Checklist: Duly signed Affidavit

Relevant annexures

Timeline: Reply affidavit to be finalised, signed and stamped by competent authority atleast 07 days from date of hearing for onward submission to the counsel.

7.2 Legal vetting of MoU's/Agreements

7.2.1 The legal branch receipts various MoUs/agreements to be signed between DTU and various other Govt. Departments/ Private organisations for legal vetting from different departments of DTU through the office of Registrar.

Checklist: Copy of MoUs/ Agreements with annexures.

Timeline:N/A.

7.2.2 Note is initiated for sending the MoUs/agreement to DTU counsel for legal vetting after approval of the competent authority.

Checklist: Copy of MoUs/ Agreements with annexures.

Timeline: Within 07 days of its receipt.

7.2.3 The legally vetted MoUs/agreements are forwarded to the concerned department through the Office of Registrar for necessary amendment as suggested by the counsel or for further necessary action.

Checklist: Duly vetted MoUs/ Agreements with annexures.

Timeline: Get the Legal vetted documents from the DTU counsel within 7 to 15 days based upon the gravity of the matter.

7.3 Receipt and disposal of Legal Notices

7.3.1The legal branch receipts legal notices from advocates related to service matters/Academic Matters/Administrative matters through the office of Registrar.

Checklist: Copy of Legal Notice.

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Timeline:N/A.

7.3.2 A note is initiated to apprise the competent authority with the subject matter and approval for forwarding the matter to the concern branch for furnishing the brief facts/ parawise comments.

Checklist:Copy of Legal Notice.

Timeline: Within 07 days of its receipt.

7.3.3 The received facts provided by the concerned branch is legally evaluated by the legal branch and thereafter the reply is prepared. After getting the consent and approval of the competent authority the reply is sent to the advocate concerned within the time frame.

Checklist: Copy of reply to the legal notice alongwith annexures.

Timeline: Reply to the Legal Notice within 30 days.

7.4 Legal Opinion in Administrative/Financial/Service matters

7.4.1 The legal branch receipts various matters regarding administrative/ financial/service for taking legal opinion from the DTU standing counsel through the office of Registrar.

Checklist: Copy of relevant document on which legal opinion is to be sought.

Timeline: N/A.

7.4.2 A note is initiated to apprise the competent authority with the subject matter and approval for forwarding the matter to DTU standing counsel for taking legal opinion in the matter concerned. The consideration of the matter evaluation of the matter and legal opinion is given by the standing counsel.

Checklist: Copy of relevant document on which legal opinion is to be sought.

Timeline: Within 15 days based upon the gravity of the matter.

7.4.3 The received Legal opinion from the standing counsel is forwarded to the concerned department through the office of Registrar for necessary action as suggested in the legal opinion.

Checklist: Copy of legal opinion from DTU counsel.

Timeline: Within 03 days for onwards submission to the concerned department.

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7.5 Clearance of Bills of empanelled Counsels

7.5.1 The Legal branch engages DTU empanelled counsels to appear and safeguard the interest of DTU in different writ petitions/suits of Civil/ criminal in different courts of Law. Accordingly the bills raised by the Counsels for payments.

Checklist: Copy of the bills submitted by the counsel

Timeline: N/A

7.5.2 The bills are verified as per the approved rates of the department of Law, Justice and Legislative Affairs, Govt. of NCT of Delhi. Thereafter the bills are forwarded to accounts branch for vetting through the Office of Registrar. After getting the bills vetted from accounts branch a Sanction Order is drafted and get signed from the Competent Authority. The duly signed Sanction Order annexed with the copy of bills in Original is forwarded to accounts branch for payment.

Checklist: Sanction order alongwith copy of bills in original.

Timeline: Verification of bills within 07 to 10 days.

4. Initiate the proposals of administrative approval for expenditure sanctioned, forwarding of Sanction Order to accounts branch for compliance within 10 to 15 days.

7.6 Maintenance of record

7.6.1 Summary

All the files related to Suits, Petitions, Legal Opinion, Legal Notices are retained in the Litigation Branch as per the weed out policy of DTU.

7.6.2 Revision and approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.6.3 Procedure

- a) The writ petition/suit received in the legal branch is provided with a unique file number.
- b) Disposed of cases are segregated from the running cases. The list of files of disposed of cases is prepared and kept in separate place in safe custody.

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Checklist: Concerned files

Timeline: After the closer /finalisation of petition/suit

8. Overview

- Refer Process Management Methodology at para 6.1

9. Related Documents

- Petition/suits/appeals
- Legal Notices
- MoUs/Agreements

10. Related Forms

- Nil

11. References

- DTU Act., Statutes and Ordinances
- DTU website (<http://dtu.ac.in>)
- Respective court websites

12. Attachments

- Nil

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Abbreviations

- **AC:** Academic Council
- **ACP:** Assured Career Progression
- **AE:** Assistant Engineer
- **AR:** Assistant Registrar
- **Asso. Prof.:** Associate Professor
- **Asstt. Prof.:** Assistant Professor
- **APAR:** Annual Performance Assessment Report
- **BOM:** Board of Management
- **CAS:** Career Advancement Scheme
- **CCS:** Central Civil Services
- **CEA:** Children Education Allowance
- **CEO:** Chief Executive Officer
- **CL:** Casual Leave
- **DA:** Dealing Assistant
- **DPC:** Departmental Promotion Committee
- **DR:** Deputy Registrar
- **DTU:** Delhi Technological University
- **EDP:** Electronic Data Processing
- **EE:** Executive Engineer
- **EL:** Earned Leave
- **EOL:** Extra Ordinary Leave
- **Estt.:** Establishment
- **FC:** Finance Committee
- **GA:** General Administration

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- **GPF:** General Provident Fund
- **HOD:** Head of Department
- **HPL:** Half Pay Leave
- **I/C:** In-charge
- **IC:** Integrity Certificate
- **JE:** Junior Engineer
- **JOA:** Junior Office Assistant
- **Jr. Mech.:** Junior Mechanic
- **JTA:** Jr. Technical Assistant
- **LS:** Leave Salary
- **LTC:** Leave Travel Concession
- **LWP:** Leave Without Pay
- **MACP:** Modified Assured Career Progression Scheme
- **NCT :** National Capital Territory
- **NOC:** No Objection Certificate
- **NPS:** National Pension Scheme
- **OA:** Office Assistant
- **PC:** Pension Contribution
- **PDF:** Professional Development Fund
- **PGMS:** Public Grievance Monitoring System
- **PO:** Project Officer
- **Prof.:** Professor
- **PVC:** Pro Vice Chancellor
- **Reg.:** Registrar
- **RTI :** Right To Information
- **RR:** Recruitment Regulations

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- **Rectt.Br.:** Recruitment Branch
- **SO:** Section Officer
- **SOA:** Senior office Assistant
- **Sr. Mech.:** Senior Mechanic
- **TA:** Travelling Allowance
- **VC:** Vice-Chancellor
- **VCC:** Vigilance Clearance Certificate
- **WCR:** Work Conduct Report

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1. Introduction

Recruitment Branch of University, Delhi Technological University.

The Recruitment Branch is the backbone of the University and is responsible for recruitment of the Faculty, Academic/Non Academic staff in accordance with the recruitment rules notified by the University with the approval of Board of Management.

This document contains the detailed structure and procedures related to the various activities of the Recruitment Branch.

Standard Operating Procedure of Recruitment Branch, DTU

2. Amendments

1st document amendment will be carried out with the approval of the Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

To proliferate the information related to due procedures adopted while recruitment of Academic & Non Academic staff in DTU on regular basis, contractual basis or short term basis as earmarked by the Board of Management in form of Recruitment Rules prescribed after keeping in view the mode of appointment, essential qualification, age relaxation and other concession in appointments to SC/ST candidates/Physically Handicapped Persons, Ex-serviceman, Sports man and compassionate appointment as prescribed by Govt. of India, State Governments, Govt. orders and Govt. Rules and Regulation framed by agencies related with Higher Education.

3.1 Welcome

The recruitment Cell of University, DTU deals with the matters concerning recruitment of incumbents for. Academic department in various capacity as Assistant Professor, Associate Professor and Professor, officers of Delhi Technological University in compliance to DTU

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Act,2009 & mechanical staff to Assist the Academic staff in carrying out the lab assistance and other administrative staff in accordance to Recruitment Rules framed by BOM.

3.2 Quality Policy

To ensure that the recruitment of incumbents in Academic/ Non-Academic posts has been accomplished in time bound manner in compliance to the prescribed recruitment rules framed by the BOM, Board of Management keeping the Govt. policies, orders and regulation of Govt. agencies from time to time. It is priority of the recruitment cell that incumbents having high merits in education qualification and industrial experience in the relevant field are recruited to achieve high quality standard in field of education, research and to impart, the same to the students of DTU.

The incumbent having relevant experience in administrative fields with quality educational qualification are recruited for Administrative and Mechanical/ Lab posts.

Due procedures is adopted to get the filtered incumbents, who are the assets for the University.

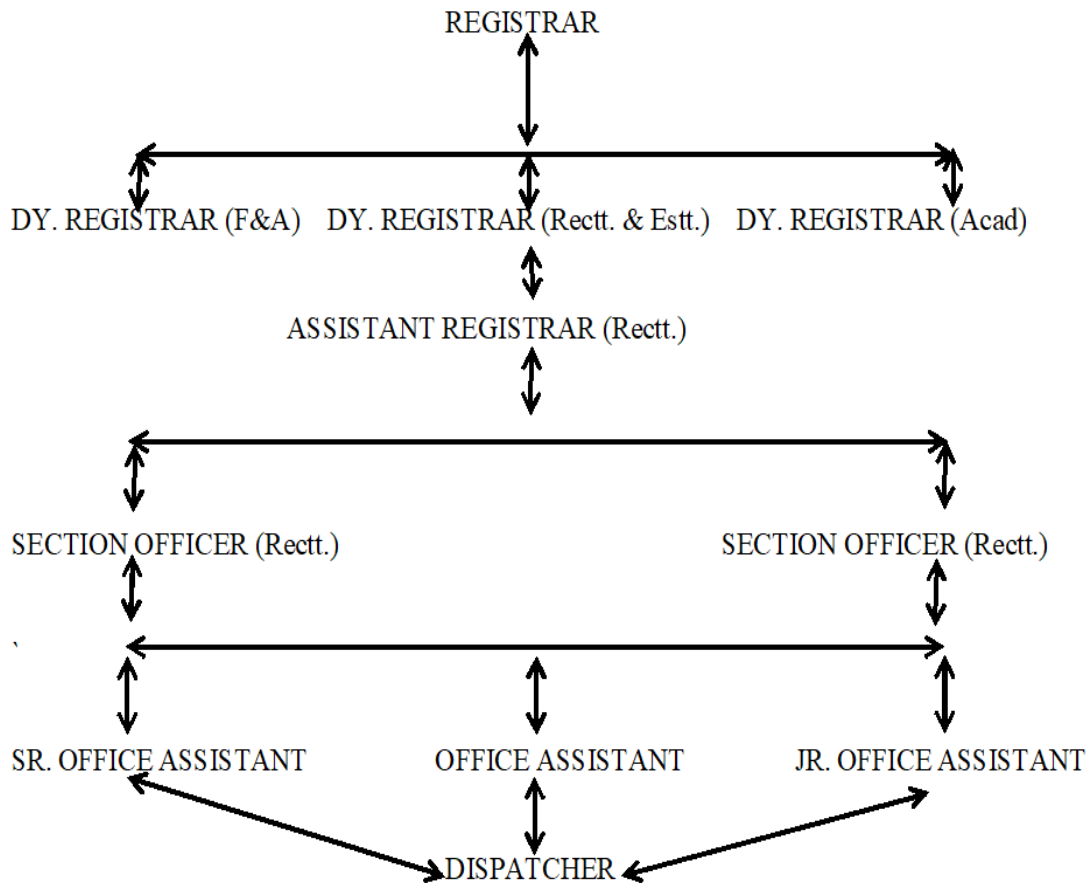
4. Responsibilities

To ensure that the incumbents having high educational merits, with experience are recruited by the Recruitment Cell after adopting due procedures prescribed.

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4.1 Context of the Organization

4.1.1 Organisation chart of recruitment branch



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	<ol style="list-style-type: none"> 1. The Recruitment Branch is headed by Registrar and he supervises all the activities of Recruitment Branch. 2. Co-ordinate all the activities related to recruitment matters of the university and/or any other recruitment matters deemed fit by the competent authority of the university 3. Convenes the meeting of the Committee for recruitment related matters. 4. Administrative approval/ directions/recommendations on the proposal submitted by recruitment branch. 	<ol style="list-style-type: none"> 1. Issues Notices, Circulars, U.O Notes, Memorandums, RR etc. related to recruitment Branch. 2. Recommends processing of advertisement, screening of applications, conduct of screening test, presentation, interview related to recruitment of Faculty, Academic/ Non-Academic Staff and any other activities related with Recruitment Branch. 3. Appoints committee for weeding out of records. 4. Issue of appointment letter. 5. Any other authority being delegated by the Competent Authority of University.
Dy. Registrar	<ol style="list-style-type: none"> 1. Supervise the work of Recruitment Branch. 2. Distribution of work to the dealing assistant through AR and SO. 3. To get maintained records of the Recruitment Branch. 4. Channel of Supervision. 	<ol style="list-style-type: none"> 1. All recruitment matters of the University. 2. Service matters of the contractual Faculty and Employees. 3. Issues Notices, Circulars, U.O Notes, Memorandums, etc. related to Recruitment Branch.

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	<p>5. Custodian of records of Recruitment Branch.</p>	<p>4. Recommends processing of advertisement, screening of applications, conduct of screening test, presentation, interview related to recruitment of Faculty, Academic/ Non-Academic Staff and any other activities related with Recruitment Branch.</p> <p>5. Distribution of the duties and function of the recruitment matters of the regular/contractual employees under the kind control and direction of the Hon'ble Vice-Chancellor and Worthy Registrar as per the provisions of University Act & Statutes, University-BOM decisions and other Govt. of Delhi rules as applicable.</p> <p>6. To get maintains all the records of service matters of the contractual employees in documentary form.</p> <p>7. Any other authority being delegated by the Competent Authority of University.</p> <p>8. Directions : Vice-Chancellor ▶ Registrar ▶ Deputy Registrar</p>
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		► AR ► SO ► DA
Assistant Registrar	<ol style="list-style-type: none"> 1. To get maintain the information and file of the Recruitment Branch. 2. To review the current personal files and internal movements by section officer and dealing assistant. 3. To review the standing notes, guard file and other information submitted by SO related to recruitment branch. 4. Distribution of work to the dealing assistant through SO and DA. 5. Supervise the work performed by the SO and DA of recruitment Branch. 	<ol style="list-style-type: none"> 1. Authentication of sanction issued in the name of competent authority. 2. Refer the remarks of the competent authority, guidelines of UGC, AICTE, NAAC, NBA and MHRD for seeking advice, information and approval etc. 3. Addressing officers of the Department for collection of data, factual information etc. and communication of Govt. orders, sanction etc. 4. Taking and communicating decision in cases where the principles are clear or where the Ministry of Finance or MHRD or other authorities have concurred in the course of action proposed. 5. To get disposal of cases on his own responsibility.
Section Officer	<ol style="list-style-type: none"> 1. To maintain the information and file in assistance with dealing assistant of the Recruitment Branch. 2. To get maintain the current 	<ol style="list-style-type: none"> 1. To check and correct sanction issued in the name of competent authority. 2. To check and dictated the proposal according to guidelines of

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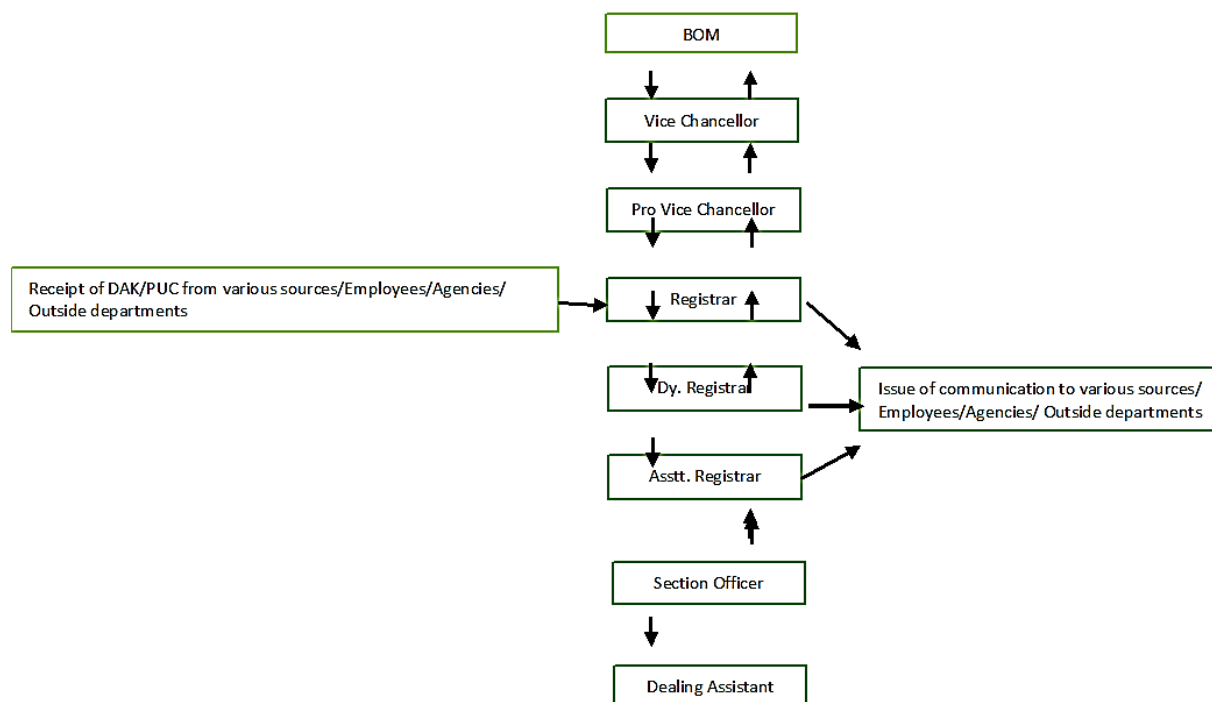
	<p>personal files and internal movements by dealing assistant.</p> <p>3. To check the standing notes, guard file and other information submitted by SO related to recruitment branch.</p> <p>4. Distribution of work to the dealing assistant.</p> <p>5. Supervise the work performed by the DA of recruitment Branch.</p>	<p>university, Act and statues, BOM decisions, UGC, AICTE, NAAC, NBA and MHRD for seeking advice, information and approval of the competent authority.</p> <p>3. Processing officers of the branch for collection of data, factual information etc. and communication of Govt. orders, sanction etc.</p> <p>4. Communicating decision in cases where the principles are clear or where the Ministry of Finance or MHRD or other authorities have concurred in the course of action proposed.</p> <p>5. To get disposal of cases on his own responsibility.</p>
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4.1.3 Work Culture

All the activities of the Recruitment Branch are time bound and confidential in nature. The officials posted in the Recruitment Branch are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

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4.1.4 Flow of Processes and Information



4.1.5 Internal Issues

- Shortage of work-force
- Shortage of Computers and its peripherals
- Shortage of Space

4.1.6 External Issues

- Receiving recommendation of BOM
- Receiving request of teaching/non-teaching/technical/retired staff
- Receiving of orders and implementation of order issued by the authorities time to time.
- Implementation of rules and regulations of AICTE, UGC, DTTE and MHRD.

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4.1.7 Opportunities

- Recruitment Branch contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various activities through prescribed rules and regulations, dedicated staff and support from all departments.

4.2 Interested Parties

- 4.2.1 Citizen of India/ Unemployed/ employed.
- 4.2.2 Management of DTU.
- 4.2.3 Ministries/ Departments/ Agencies of Govt. of India.
- 4.2.4 Board of Management of DTU.
- 4.2.5 UGC, AICTE, NAAC, NBA and MHRD.
- 4.2.6 GNCT of Delhi.

2. Scope

The recruitment cell recruits the incumbents which are the calzones of funding, as per the law of land, presented Recruitment Rules framed by BOM based on Rules, regulations framed by Ministries, Departments and Govt. agencies, GNCT of Delhi, Govt. of India.

5.1 Scope of the Quality Management System

Advertising the Vacancy through leading newspaper, University website as per RR of University on regular/deputation/contract by Inviting of Online Application/ Screening of Applications/Screening Test/ Declaration of Result/ Presentation/ Interview of Applicant/ Declaration of Selected Applicant and issue of Appointment Letters as per the prevailing service conditions framed/ adopted by the University with the approval of BOM.

5.2 Locations

1. Delhi Technological University, Bawana Road, ShahbadDaulatpur, Delhi-110042.
2. Delhi Technological University, East Delhi Campus, VivekVihar, Phase – II, Delhi – 110095.

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5.3 Exclusions

- None

3. Procedures

6.1 Procurement Methodology

Advertisement of the vacancy for Faculty/Academic/Non Academic staff will be float in daily leading National Newspapers through General Administration Section. Uploading of detailed advertisement on the university website and inviting online application for the vacant position through computer center. Screening of hard copy of application received. Declaration of the eligible and non-eligible applicant on the university website. After due consideration of representation the supplementary list is uploaded if needed/ Screening test/ Declaration of results and its uploading on DTU website/ Presentation/ Interview of candidates found eligible after screening list/declaration of selected applicant/ uploading the list of selected candidates/ issue of appointment/ Acceptance by the selected candidates and submission of other documents viz Medical report/incidental report by Superintendent of police of the area of Accommodation of candidate/ST/SC/OBC certificate etc. Forwarding of dossiers of the selected applicant/ candidates to Establishment Branch for further needful.

6.2 Top Level Process

6.2.1 For Teaching Post (DTU.RECTT.002)

6.2.1.1 For Assistant Professor

- 6.2.1.1.1 Get approval from the Vice Chancellor/ BoM to advertise the vacancy positions.
- 6.2.1.1.2 Confirm the vacancy position from the Planning Branch / Roster.
- 6.2.1.1.3 Prepare the detailed advertisement on the basis of available vacancy.
- 6.2.1.1.4 Get approved the advertisement for National dailies and University website.

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- 6.2.1.1.5 Upload the advertisement on University website for inviting the applications through online system and simultaneously published the advertisement in National dailies.
- 6.2.1.1.6 Screening of applications through the duly constituted screening committee.
- 6.2.1.1.7 Upload the list of eligible and not eligible candidates after screening on University website.
- 6.2.1.1.8 Conduct the screening test of the eligible candidates.
- 6.2.1.1.9 Declare the result of screening test.
- 6.2.1.1.10 Conduct the presentation of the candidates who have qualified the screening test before the duly constituted presentation committee.
- 6.2.1.1.11 Conduct the interviews of the candidates who have qualified the screening test before the duly constituted selection committee as per statute of the DTU.
- 6.2.1.1.12 Get approve the minutes of the selection committee from BoM.
- 6.2.1.1.13 Upload the list of selected candidates on University website.
- 6.2.1.1.14 Issue the offer of appointment letters to the selected candidates.
- 6.2.1.1.15 Medical examination of candidates through empanelled Hospital.
- 6.2.1.1.16 Forwarding of dossiers of selected candidates to Establishment Branch.

6.2.1.2 For Associate Professor and Professor:

- 6.2.1.2.1 Get approval from the Vice Chancellor/ BoM to advertise the vacancy positions.
- 6.2.1.2.2 Confirm the vacancy position from the Planning Branch / Roster.
- 6.2.1.2.3 Prepare the detailed advertisement on the basis of available vacancy.
- 6.2.1.2.4 Get approved the advertisement for National dailies and University website.
- 6.2.1.2.5 Upload the advertisement on University website for inviting the applications through online system and simultaneously published the advertisement in National dailies.
- 6.2.1.2.6 Screening of applications through the duly constituted screening committee.

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- 6.2.1.2.7 Upload the list of eligible and not eligible candidates after screening on University website.
- 6.2.1.2.8 Conduct the presentation of the candidates who have qualified the screening test before the duly constituted presentation committee.
- 6.2.1.2.9 Conduct the interviews of the candidates who have qualified the screening test before the duly constituted selection committee as per statute of the DTU.
- 6.2.1.2.10 Get approve the minutes of the selection committee from BoM.
- 6.2.1.2.11 Upload the list of selected candidates on University website.
- 6.2.1.2.12 Issue the offer of appointment letters to the selected candidates.
- 6.2.1.2.13 Medical examination of candidates through empanelled Hospital.
- 6.2.1.2.14 Forwarding of dossiers of selected candidates to Establishment Branch.

6.2.2 For Non- Teaching Posts

6.2.2.1 For Non- teaching Post upto Grade –B (DTU.RECTT.001)

- 6.2.2.1.1 Get approval from the Vice Chancellor/ BoM to advertise the vacancy positions.
- 6.2.2.1.2 Confirm the vacancy position from the Planning Branch / Roster.
- 6.2.2.1.3 Prepare the detailed advertisement on the basis of available vacancy.
- 6.2.2.1.4 Get approved the advertisement for National dailies and University website.
- 6.2.2.1.5 Upload the advertisement on University website for inviting the applications through online system and simultaneously published the advertisement in National dailies.
- 6.2.2.1.6 Screening of applications through the duly constituted screening committee..
- 6.2.2.1.7 Upload the list of eligible and not eligible candidates after screening on University website.
- 6.2.2.1.8 Conduct the skill test and written test of the eligible candidates.

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6.2.2.1.9 Prepare the Merit list on the basis of written test and minutes of selection committee before the duly constituted selection committee as per statute of the DTU.

6.2.2.1.10 Get approve the minutes of the selection committee from BoM.

6.2.2.1.11 Upload the list of selected candidates on University website.

6.2.2.1.12 Issue the offer of appointment letters to the selected candidates.

6.2.2.1.13 Medical examination of candidates through empanelled Hospital.

6.2.2.1.14 Forwarding of dossiers of selected candidates to Establishment Branch.

6.2.2.2 For Non- teaching Post Grade –A (DTU.RECTT.003)

6.2.2.2.1 Get approval from the Vice Chancellor/ BoM to advertise the vacancy positions.

6.2.2.2.2 Confirm the vacancy position from the Planning Branch / Roster.

6.2.2.2.3 Prepare the detailed advertisement on the basis of available vacancy.

6.2.2.2.4 Get approved the advertisement for National dailies and University website.

6.2.2.2.5 Upload the advertisement on University website for inviting the applications through online system and simultaneously published the advertisement in National dailies.

6.2.2.2.6 Screening of applications through the duly constituted screening committee.

6.2.2.2.7 Upload the list of eligible and not eligible candidates after screening on University website.

6.2.2.2.8 Conduct the interviews of the eligible candidates before the duly constituted selection committee as per statute of the DTU.

6.2.2.2.9 Prepare the minutes of selection committee by the duly constituted selection committee as per statute of the DTU.

6.2.2.2.10 Get approve the minutes of the selection committee from BoM.

6.2.2.2.11 Upload the list of selected candidates on University website.

6.2.2.2.12 Issue the offer of appointment letters to the selected candidates.

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6.2.2.2.13 Medical examination of candidates through empanelled Hospital.

6.2.2.2.14 Forwarding of dossiers of selected candidates to Establishment Branch.

7. Complete Departmental Procedures

7.1 Vacancy Notification

7.1.1 Advertisement in National Newspaper having wide circulation/uploading the same in DTU website/Inviting online applications for various Academic/ Non-Academic posts.

Check List: As per Recruitment Regulations and Vacancy Position.

Timeline: 21-60 days.

7.2. Screening of Application

7.2.1. Applications received for the post advertised will be screened by a committee constituted by the competent authority for the purpose. Declaration/List of eligible/ Non-eligible applicant will be uploaded of the University website.

Check List: As per Recruitment Regulations.

Timeline: 10-15 days (depending upon No of application received).

7.3 Conducting Screening Test

7.3.1 Screening Test

7.4 Declaration of Recruitment Results.

7.4.1. Declaration Results/ uploading the same on the University website. Presentation/ Interview of the eligible candidates, who cleared the screening test. Declaration of selected candidates and issue of appointment letters. Showing the list of selected candidates under SC/ST/OBC and general category against the advertised vacant post in various departments before the BOM for approval.

Check List: Recommendation of the Selection Committee and approval of the BOM there upon.

Timeline: 15 -90 days (depending upon BOM meeting).

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7.5 Promotions

- (a) Identify the vacant post category wise (from the Roster) to be filed on promotion for promotion of eligible officers and non-teaching (Academic/Non-Academic) staff members for promotion to the next level/post.
- (b) Seeking particulars of eligible officers and non-teaching (Academic/Non-Academic) staff members for promotion to the next level/post.
- (c) Obtaining VCC, IC, WCR and copies of APARs for last five years in respect of officers and non-teaching (Academic/Non-Academic) staff members, who are under consideration zone of promotion as defined in RR.
- (d) Constitution of DPC with the approval of the VC.
- (e) Examine the candidature as per RR of the officers and non-teaching (Academic/Non-Academic) staff members for promotion to the next level/post.
- (f) The DPC will recommend the cases for promotion of the officers and non-teaching (Academic/Non-Academic) staff members for promotion to the next level/post.
- (g) Minutes of the DPC will be kept under sealed cover and will be opened before the BOM.
- (h) The cases for promotion approved by the BOM will be issued promotion letter.

Check List: Recommendation of the Committee and approval of the BOM there upon.

Timeline: 15 -90 days (depending upon BOM meeting).

7.6. Maintenance of Record

7.6.1. Summary

- It is submitted that BOM of the University has framed certain guidelines for retention of various records/files/documents in Recruitment Branch.
- Retention/ Preservation of files related to advertisement to the various post (Teaching /Non -Teaching) is permanent.
- Retention/ Preservation of Applications forms for Teaching and Non-Teaching posts, in case of non-selected candidates: 02 years from the date of approval of the minutes of Board of Management. In case of selected candidates: Permanent.

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- Retention/ Preservation of Material related to Screening Test/Written Test/Skill Test i.e. Question papers, OMR Sheets, Attendance Sheet, Admit Cards, Answer Sheet etc.: One Year after declaration of result.
- Retention/ Preservation of File related to declaration result along-with result of Screening Test/Written Test/Skill Test: Permanent.
- Retention/ Preservation of File related to Career Advancement Scheme (CAS) promotion: Permanent.
- Retention/ Preservation of Application(s) for applying the CAS: 02 years from grant of CAS promotion.
- Retention/ Preservation of File related ACP/MACP (Policy File): Permanent.
- Retention/ Preservation of Application related ACP/MACP: 01 year after the grant of ACP/MACP.

7.6.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

8. Overview

8.1 Process Sequence

- Refer Flow of Processes and Information flowchart at 4.1.4

9. Related documents

- Useful documents attached herewith.

10. Related Forms

- Application form for Non-Teaching Posts (DTU.RECTT.001).
- Application form for Teaching Posts (DTU.RECTT.002).
- Application form for Deputy Registrar Posts (DTU.RECTT.003).

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11.References

- DTU Act and Statute
- Book: FRSR –Part I, FRSR –Part II, FRSR –Part III, CCS (Conduct) Rules, CCS(CCA) Rules, CCS(Leaves) Rules, CCS(LTC) Rules, Establishment and Administration Manual, GFR, Pension Compilation etc.

12.Attachments

- Forms available at <http://www.dtu.ac.in>.

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Abbreviations

- AE: Average Emoluments
- AO: Accounts Officer
- CCS: Central Civil Services (Pension rules 1972)
- CPC: Central Pay Commission
- DCE: Delhi College of engineering
- DR: Dearness Relief
- DTTE: Department of Training and Technical Education
- DTU: Delhi Technological University
- EOL: Extra ordinary Leave
- GPF: General provident Fund
- HoD: Head of Department
- HOO: Head of Office
- NCT: National Capital Territory
- PAO: Pay and Account Office
- PDA: Pension Disbursing Authority
- QS: Qualifying Service
- RB: Retirement Benefits

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1. Introduction

The Delhi Technological University (DTU) is having a Pension cell to deal with matters related to regulation of claims of Pension or family Pension, full and final payment of GPF, in accordance to provision of CCS (Pension) Rules 1972.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of the competent authority.

Revision and Approval

- [ver 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

3. Purpose

3.1 Welcome

The Pension Cell initiates the claim for Pension, Gratuity/Family Pension benefits of employees of DTU/erstwhile DCE employees which is regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.

3.1.1 The Pension Cell, DTU executes the following functions:

- Preparation of Pension Papers, in prescribed form in triplicate
- Furnishing of particulars of qualifying service etc. to retiring Government servant.
- Calculation of Pension(full Pension), Family Pension, GPF, Retirement Gratuity, Death gratuity in case of death of an employee in service
- Calculation of Commutation of Pension
- Preparation of revision of Pension proposals.
- Forwarding of Pension papers to Accounts Officers/A/cs Branch.

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- The Pension Cell coordinates with Department of Training & Technological Education in regard to proposals of retirement benefits of erstwhile DCE employees.
- The Pension Cell coordinates with concerned Pay and Accounts Office concern.

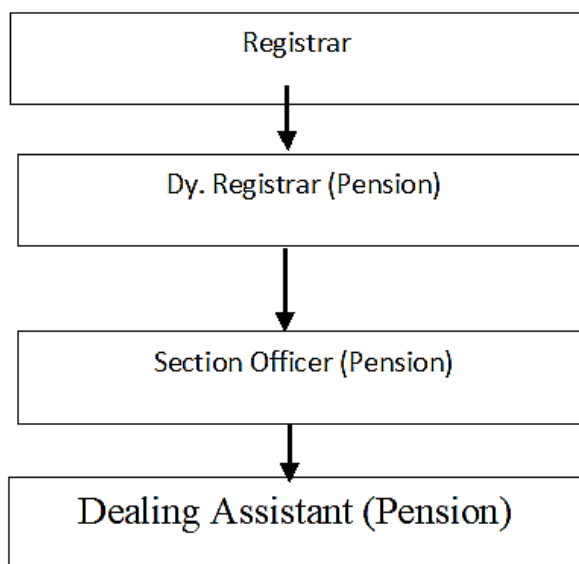
3.2 Quality Policy

The Pension Cell ensures that every claim for Pension/Gratuity/ Family Pension benefits are regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.

4. Responsibilities

4.1 Context of the Organization

4.1.1 Organization Chart of Pension Cell



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	<ol style="list-style-type: none"> 1. Custodian of records. 2. Approval and forwarding of Pension proposals to DTTE and PAO. 	1. Issue Notices and Office Orders.
Dy. Registrar (Pension)	<ol style="list-style-type: none"> 1. Evaluation and finalization of Pension Proposals. 	1. Issuance of certificates with signature and stamp related to Pensionary benefits
Section Officer (Pension)	<ol style="list-style-type: none"> 1. Verification of Pension Proposals and attached documents/Certificates. 2. Ensure relevant Pension forms are attached with the claim. 3. Supervision of work of Dealing Assistant. 	1. Issuance of I.M. Notes
Dealing Assistant (Pension)	<ol style="list-style-type: none"> 2. Prepare and put-up the Pension Proposals as per the relevant Rules/ Officer Orders issued by Department of Pension and Pensioners welfare, Ministry of Personal, Public Grievance Pensions, Govt. of India. 3. Coordinate and assist the Pensioner in preparation of Pension claim. 4. Coordinate with Accounts Branch for vetting done at the earliest. 2. Coordinate with D.T.T.E & concerned P.A.O. 	--

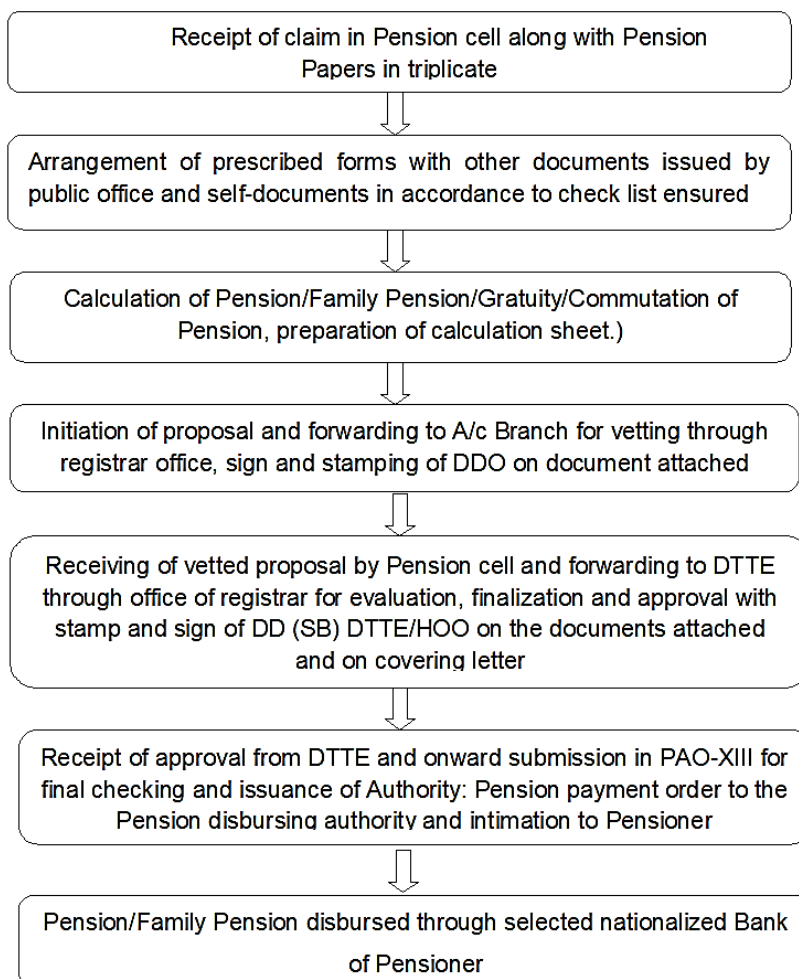
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4.1.3 Work Culture

All the activities of Pension Cell are time bound and calculative in nature. The officials posted in the Pension Branch are committed to timely completion of various activities related to Pensionary benefit claims, thereby maintain due commitment and devotion to office work.

4.1.4 Flow of processes and information

Flow of process adopted in case of Pensionary benefits in superannuation/revision of Pension, voluntary retiring Pension, family Pension.



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4.1.5 Internal issues

- Shortage of skilled workforce.
- Shortage of Computer and peripherals.
- Shortage of space.
- Shortage of Transport facility to move the files for approval from DTTE and concerned PAO.
- Non-availability of Pension files/service books in some cases of Pensioners.
- Delay in submission of relevant information from the concerned Departments.

4.1.6 External issues

- Irresponsible behaviour and attitude of Pensioners.
- Delay in receiving of Pension papers and supporting documents from Pensioner.
- Service books with incomplete entries.
- Variations in the antecedents of the Pensioners in service documents and personal documents.
- Time consumption in DTTE and PAO.

4.1.7 Risks

- Documents provided by the Pensioner needed in preparation of Pension Files should be accurate and authentic
- Confidentiality of personal information submitted by Pensioners should be maintained.
- Incomplete entries in the service book leads to wrong calculations of Pensionary benefits.

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4.1.8 Opportunities

The Pension cell contributes in finalization and disbursement of accurate Pensionary benefits to the claimant as per the prevailing rules at the time of retirement/ death of the Pensioner.

4.2 Interested Parties

- 4.2.1 Department of Training and Technical Education
- 4.2.2 Delhi Technological University
- 4.2.3 Officers of DTU
- 4.2.4 Officers of DTTE
- 4.2.5 Erstwhile employees of DCE, now DTU
- 4.2.6 Family of erstwhile DCE employees
- 4.2.7 Pay & Accounts Office, Delhi Government.

5. Scope

5.1 Scope of the Quality Management System

The scope of Quality Management system includes all the stake holders: Claimant and the Public Offices.

5.2 Location

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

5.3 Exclusions

- None

6.Procedures

6.1 Process Management Methodology

The pension cell receipts the claim of pension: Superannuation Pension, Family Pension, Voluntary Retiring Pension, Full & Final GPF payment, Revision of Pension under 6th and 7th CPC. The proposals are prepared as per the existing rules at the time when the employee

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ceases to be in service due to retirement or death. Further the proposals are forwarded to the Accounts Branch for vetting and thereafter onwards submitted to the controlling authority of DTU/erstwhile DCE employees for finalisation, approval with the stamp and signature on the documents attached. Thereafter the approved proposal is forwarded to PAO concerned and GPF Cell of Delhi Government for disbursement of claimed amount.

6.2 Top Level Processes

- 6.2.1 Receipt of claims of Pensions: Superannuation, Retiring; Voluntary Premature, Family Pension, Full and Final Payment of GPF, Revision of Pension.
- 6.2.2 Arrangements of Pension papers, nomination papers, dully filled prescribed forms in respective matter, attachment of certificated issued from separate departments, documents having personal details of claimant, along with checklist.
- 6.2.3 Assessment of qualifying service
- 6.2.4 Calculation of amount in relation to Gratuity, Pension, Family Pension, enhanced and ordinary, commutation of Pension, Full and Final payment of GPF, revision of Pension due to implementation of 6th/7th CPC.
- 6.2.5 Coordinate with A/c Branch, DTU, DTTE & PAO concerned.

7. Complete Departmental Procedures

7.1 Receipt of Claims of pension

7.1.1 Summary

The claim of Pensionary benefits after attaining the age of retirement, Retiring Voluntary or premature Pension, Family Pension, Revision of Pension as per 7th CPC are received in the Pension cell.

Check list: The claim along with related personal documents.

The Officer Orders issued by Establishment Branch.

Timeline: Within 06 months in the matter of Superannuation of employee.

01 to 07 days in the matter of Family Pensioner/Revision of Pension.

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7.2 Arrangement of Pension papers

7.2.1 Summary and Procedure-

- The triplicate sets of Pension papers: including different forms (described in annexure), Nomination, Family detail, No dues certificates, documents of personal details of employee are arranged, as per checklist.
- The Pension papers/ form are duly filled in with particulars of retiring Govt. employee

Check list: All the relevant forms with certificates

Copy of personal details of claimant

Timeline: 07 to 15 days

7.3 Assessment of qualifying service

7.3.1 Summary and procedure

The qualifying service of Govt. Servant is calculated after due considering the periods of service as qualifying service as prescribed in CCS (Pension) rules 1972.

Check list: Entries in the service book regarding service verification

Timeline: 1-2 Days

7.4 Calculation of Pensionary benefits

7.4.1 Summary and procedure

The calculation of Pensionary benefits is made as per the existing rules/amended rules mentioned in CCS (Pension) rules 1972, Office Order issued by the Department of Pension and Pensioners welfare, Ministry of Personal, Public Grievance Pensions, Govt. of India in the cases of Pensioners.

Check list: Qualifying service Chart

Rules/ Officer Orders issued by Govt. of India related to Pensioners.

Service book in original.

Timeline: At least 02 to 03 months before retirement in case of superannuation Pension.

Within 01 months in the matter of revision of Pension/ family Pension from receipt of a claim.

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7.5 Coordination with Public Offices

7.5.1 Summary and Procedure

The pension proposals are forwarded to A/c Branch for Financial Vetting and signature & stamping on every document attached with the proposal by DDO and thereafter the proposal is forwarded to DTTE for consideration and approval by the DD (SB) DTTE. The approval is thereafter submitted before the concerned Principal and Account Office (PAO). The Authorities prepared in every case are received back in pension cell and forwarded to Account Branch for necessary action.

Checklist: Proposal with all necessary documents dully signed by DDO and Dy. Director (SB)

Timeline: Within 1-2 Month

7.6 Maintenance of Record

7.6.1 Summary

All the files/service books related to the Pensioners/ Family Pensioners are retained in the General Administration Branch (Record Section).

8. Overview

8.1 Process Sequence

The pension cell receipts the claim of pension: Superannuation Pension, Family Pension, Voluntary Retiring Pension, Full & Final GPF payment, Revision of Pension under 6th and 7th CPC. The proposals are prepared as per the existing rules at the time when the employee ceases to be in service due to retirement or death. Further the proposals are forwarded to the Accounts Branch for vetting and thereafter onwards submitted to the controlling authority of DTU/erstwhile DCE employees for finalisation, approval with the stamp and signature on the documents attached. Thereafter the approved proposal is forwarded to PAO concerned and GPF Cell of Delhi Government for disbursement of claimed amount.

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9. Related documents

- OM No. 38/37/08-P&PW(A) Government of India, Ministry of Personnel, PG & Pensions dated 6th April, 2016
- OM No. 1(702)2015/ SB/DTTE/Pension Revision/ 1846-1852 dated 28/12/2105
- OM No. 38/37/08-P&PW(A) Government of India, Ministry of Personnel, PG & Pensions dated 30th July, 2105
- OM No. F.No 38/37/08-P&PW(A) Government of India, Ministry of Personnel, PG & Pensions dated 28th January, 2013
- OM. No 38/37/2016-P&PW(A) Government of India, Ministry of Personnel, PG & Pensions dated 6th July, 2017
- CCS (Pension)Rules 1972.

10. Related Forms

10.1 Superannuation Pension

- Common Nomination Form for Gratuity, General Provident and Central Govt. Employees Group Insurance Scheme
- FORM 3-Details of Family under Rule 54 (12)
- FORM A-Nomination for arrears of Pension (Rule 5) of the payment of Arrears of Pension (Nomination) Rules 1983.
- Undertaking on Form-26, Refund of Excess Payment, Medical Option Form, written statement for counting of period of service and Bank Particulars, Specimen signatures, slip showing the height and identification marks, joint Photograph.
- FORM 5-Particulars to be submitted by retiring Government Servant under rule 59(1)(c) and 61 (1)
- Checklist of Documents to be submitted by retiring Govt. Servant along with form-5
- FORM 7-Assessment of Pension or Family Pension and Gratuity under Rules 58,60,61(1) and (3) and 65(1)

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- Checklist for Head of Office for timely processing of retirement dues
- Pension Calculation Sheet
- FORM 8-Letter to the Accounts Officer forwarding the Pension papers of a Government servant. under Rule 61(1)
- Letter to Bank Manager regarding payment of Pension through their bank.
- Application for down of through public sector bank.
- Form 24- Certificate of verification of service

10.2 Voluntary Retiring Pension

- Refer forms mentioned at Para No.10.1.

10.3 Family Pension

- Form 10-Letter by Head of Office to the nominee(s) of a deceased Govt servant for DCRG under Rules 77(2) of CCS(Pension) Rules 1972
- Form 11-Letter by Head of Office to the member or members of the family of a deceased Government servant where valid nomination for DCRG does not exists Rules 77(2)
- Form 12-Application by nominee(s) or family member(s) for the grant of death gratuity on the death of a Government servant Rule 77(2)
- Form 13-Letter by Head of Office to the family member of a deceased Government servant for grant of Family Pension 1964 Rule 77(3)
- Form 14-Application Form for grant of Family Pension, on death of a Govt. servant or Family Pensioner along with documents to be submitted by nominee(s) or family member(s)
- Form 18-Assessment and authorisation of payment of family Pension and death gratuity Rules 78(1), 80(1) and 880(5) and 80-B(1) and 80-B(5)
- Form 19-Letter to the Accounts Officer forwarding papers for the grant of family Pension and death gratuity to the family of a Government servant Rule 80(1)

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10.4 Family Pension to Child

- Form 14-Application Form for grant of Family Pension, on death of a Govt. servant or Family Pensioner along with documents to be submitted by nominee(s) or family member(s)
- FORM 21-Letter of sanctioning Family Pension to another member of family on death or ineligibility of recipient of family Pension under Rule 81(2)
- FORM 20-Letter of sanctioning Family Pension to a member(other than spouse) on death of a retired Govt servant under rule 81(2)
- FORM 22-Application form for the grant of Residuary Gratuity on the death of a Pensioner Rule 81(4)

10.5 Form regarding full and final payment of GPF

- Form to be used by Head of Office for Final Payment/transfer of balances in the General/Contributory Provident Fund Account to Autonomous Bodies/Other Governments - Form 1.
- Form of application for final payment of balance in the Provident Fund Account on death of a Subscriber - Form 2.

11. References

Office Orders issued by Department of Pension and Pensioners welfare, Ministry of Personal, Public Grievance Pensions, Govt. of India

- Office Order issued by D.T.T.E.
- CCS (Pension) rules 1972.
- Amended CCS (Pension) rules.

12. Attachments

Forms available at <https://dtu.ac.in>

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S. No.

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Abbreviations

- **RTI** : Right to Information Act
- **PIO** : Public Information Officer
- **APIO** : Assistant Public Information Officer
- **FAA** : First Appellate Authority
- **DTU** :Delhi Technological University
- **IPO** : Indian Postal Order
- **CIC** : Central Information Commission

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1. INTRODUCTION

The Delhi Technological University is having a RTI Cell to deal with the applications/appeals of the citizens of India except Jammu and Kashmir, as RTI Act, 2005 extends to the whole of India except the State of Jammu & Kashmir (Section 1, Sub, Section 2 of RTI Act, 2005). This cell has been set up to provide the machinery to implement the Right to Information for citizens and to provide information which held under the control of public authority, by which, transparency and accountability be promoted in the working of public authority. The transparency and accountability may exist in eliminating the corruption by making government office and its departments accountable for such acts.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [ver 1.0] – [31.01.2018] – [First Draft] – [RTI CELL]

3. Purpose

3.1 Welcome

To provide the desired information sought under RTI Act, 2005 by the citizens of India as per the prescribed provisions. A constant endeavored to take steps in accordance with the requirement of clause (b) of sub section (1) of section 4, to provide as much information suomotu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information. For this purpose every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

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Hence, in compliance to provisions of RTI Act 2005, RTI Cell is in existence in DTU and accordingly Public Information Officer and Assistant Public Information Officers have been designated.

The RTI Cell deals with the request and appeals of the person, who desires to obtain any information under this act. The PIO (Public Information Officer) as the case may be on receipt of a request under Section 6, tries as expeditiously as possible, and in any case within thirty days of receipts of the request, either provide the information or payment of such fees has may be prescribed or reject the request for any of the reasons specified in section 8 and 9 of RTI Act 2005.

3.2 Quality Policy

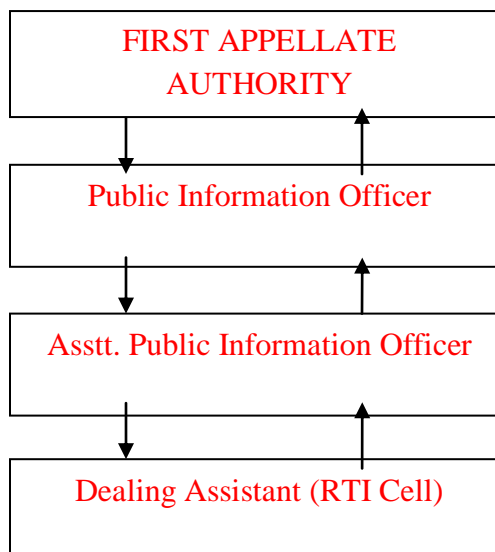
The RTI Cell is committed to timely disposal of RTI Applications and Appeals received under RTI Act 2005. This Cell also committed to maintain the transparency and accountability in the Department in accordance to the provisions of the RTI Act 2005.

4. Responsibilities

4.1 Context of the Organization

4.1.1 Organization Chart

Organization Chart of RTI Cell



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
(a) First Appellate Authority	(a) The First Appellate Authority has to give an opportunity of hearing to the appellant who's aggrieved by the information provided by the PIO. (b) The FAA needs to dispose off the appeal within 30 days from the date of appeal received.	(a) Issue letter to fix the schedule of hearing. (b) To pass the order of appeal/directions as per the decision of the FAA.
(b) Public Information Officer	(a) PIO is responsible to provide the information within the stipulated time as per RTI Act. (b) Take the decision either the information to be provided to the applicant or reject due to exemption under Section 8/9/24. (c) To decide whether the application transferred to other Public Authority.	(a) Issue letters to the concerned departments for obtaining the desired information. (b) Issue letter to applicant containing the information asked for.
(c) Assistant Public Information Officer	(a) Assist PIO in discharge of information required by the applicant or appellant.	
(d) Dealing Assistant	(a) Initiate the note after receiving the RTI	

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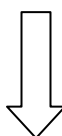
	<p>Application/Appeal.</p> <p>(b) Correspondence with other department for obtaining the information required.</p> <p>(c) Coordinate with other departments for early receiving of information.</p> <p>(d) Correspondence with other public authority with whom the information lies.</p> <p>(e) Timely disposal of RTI Applications/Appeals.</p> <p>(f) Coordinate with APIO, PIO & FAA.</p>	
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4.1.3 Work Culture

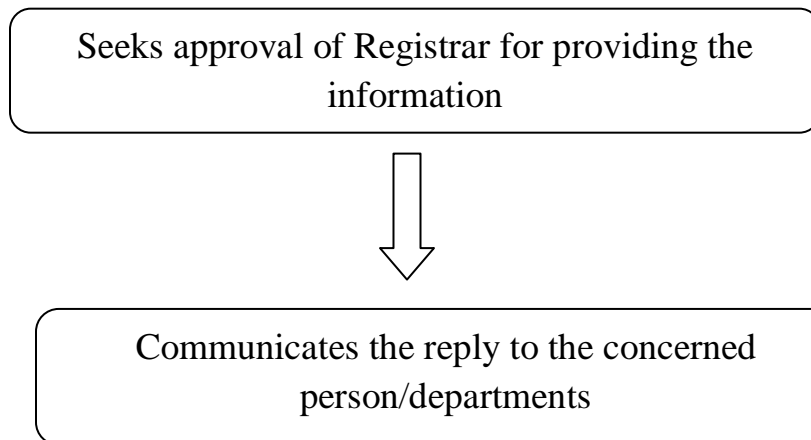
All the activities in RTI Cell are time bound. The officials posted in the RTI Cell are committed to timely completion of various activities thereby maintaining due compliance to the provisions of RTI Act 2005.

4.1.4 (a) Flow of Process adopted in case of RTI Applications.

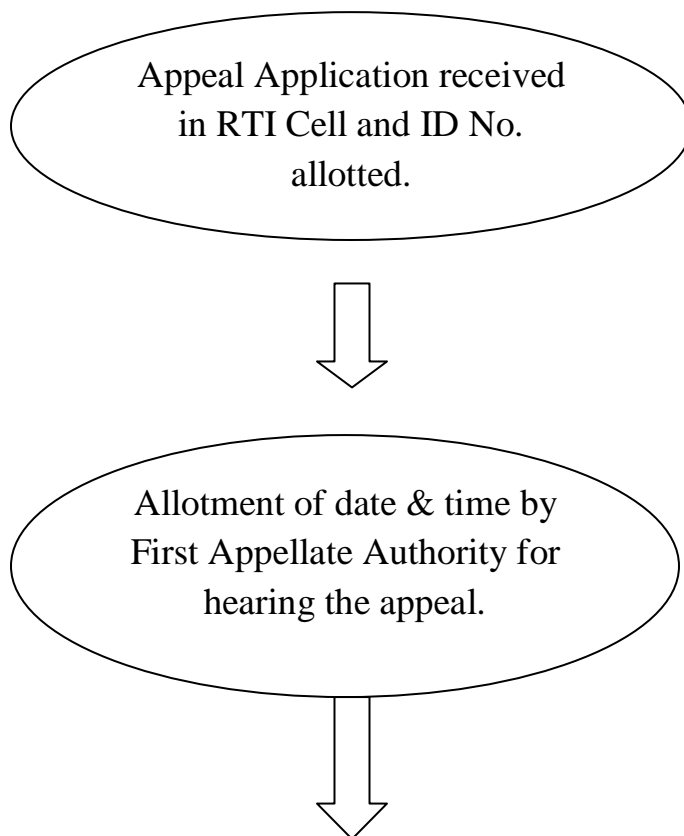
Receives application from the students/staff/faculty /citizens of India , online RTI & transfer cases from other departments.



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(b) Flow of process adopted in cases of Appeal.



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The information is provided to the appellant through order of First Appellate Authority.

4.1.5 Internal Issues

- Shortage of computers and its peripherals
- Shortage of space
- Delay in forwarding the information from the departments
- Shifting of responsibilities in providing the information by the departments.
- Relevant information is not provided.

4.1.6 External Issues

- Fake RTI Applications are received
- The RTI Application Fee in favor of wrong drawee
- Delay in remittance of document fee
- Third Party information are sought in majority cases

4.1.7 Risks

- Relevancy of information
- Antecedents of applicant

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4.1.8 Opportunity

The RTI Cell contributes in providing the information to the citizens of India as per the prescribed provisions under RTI Act 2005. A constant endeavoured to take steps in accordance with the provisions of the RTI Act, to provide as much information suo moto to the public at regular intervals through various means of communication, including internet so that the public have minimum resort to the use of this Act to obtaining the information. For this purpose every information is disseminated widely and in such form and manner which is easily accessible to the public.

4.2: Interested Parties

4.2.1 Govt. Offices

4.2.2 Students and their Parents/Guardians

4.2.3 Officers of DTU

4.2.4 Employees of DTU (Regular/Contractual/Through Agency)

4.2.5 Vendors/Service Providers to DTU

4.2.6 Society

5. Scope

5.1 Scope of the Quality Management System

The procedure as prescribed in RTI Act 2005 is applicable to all the Student, Staff, Faculty of DTU and citizens of India.

5.2 Locations:

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, VivekVihar, Delhi-110095

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5.3 Exclusions:

The RTI Act provides that certain sensitive information may be withheld from the public, if the public authority in possession of the information. Thinks the same is likely to Jeopardize either national interest or to violet the trade a secrets. These exemptions are formed in primarily in section 8 & section 9 of RTI Act 2005.

Section 8 lays down certain qualified exemptions, which are subject to Public interest test, these the public authority in possession if information, must consider whether there is great public interest in disclosing the information or with holding the information.

All the exemptions that are made by the Public Authority are discretionary. The public authority may take such decision as a matter of administrative discretion.

6 PROCEDURE:

6.1 Process Management Methodology:

The RTI Cell receives application from the students/staff/faculty /citizens of India, online RTI & transfer cases from other departments. Provides the reply to the concerned person/departments after seeking approval of Registrar .

Appeal application received in RTI Cell and an ID No. allotted to the application. The First Appellate Authority fixed the date and time for hearing of the appeal. The information is provided to the appellant through order of First Appellate Authority.

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A. Time limit to get information:

- a) 30 days from the date of application received.
- b) 48 hours for information concerning the life and liberty of a person.
- c) 05 days shall be added to the above reason time, in case the application for information is given to APIO.
- d) If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation)

6.2: Top Level Process.

6.2.1 Deals with RTI received.

6.2.2 Deals with application related to Liberty and Life.

6.2.3 Deals with Appeal Application

6.2.4 Uploading/Updating of Records in RTI Portal

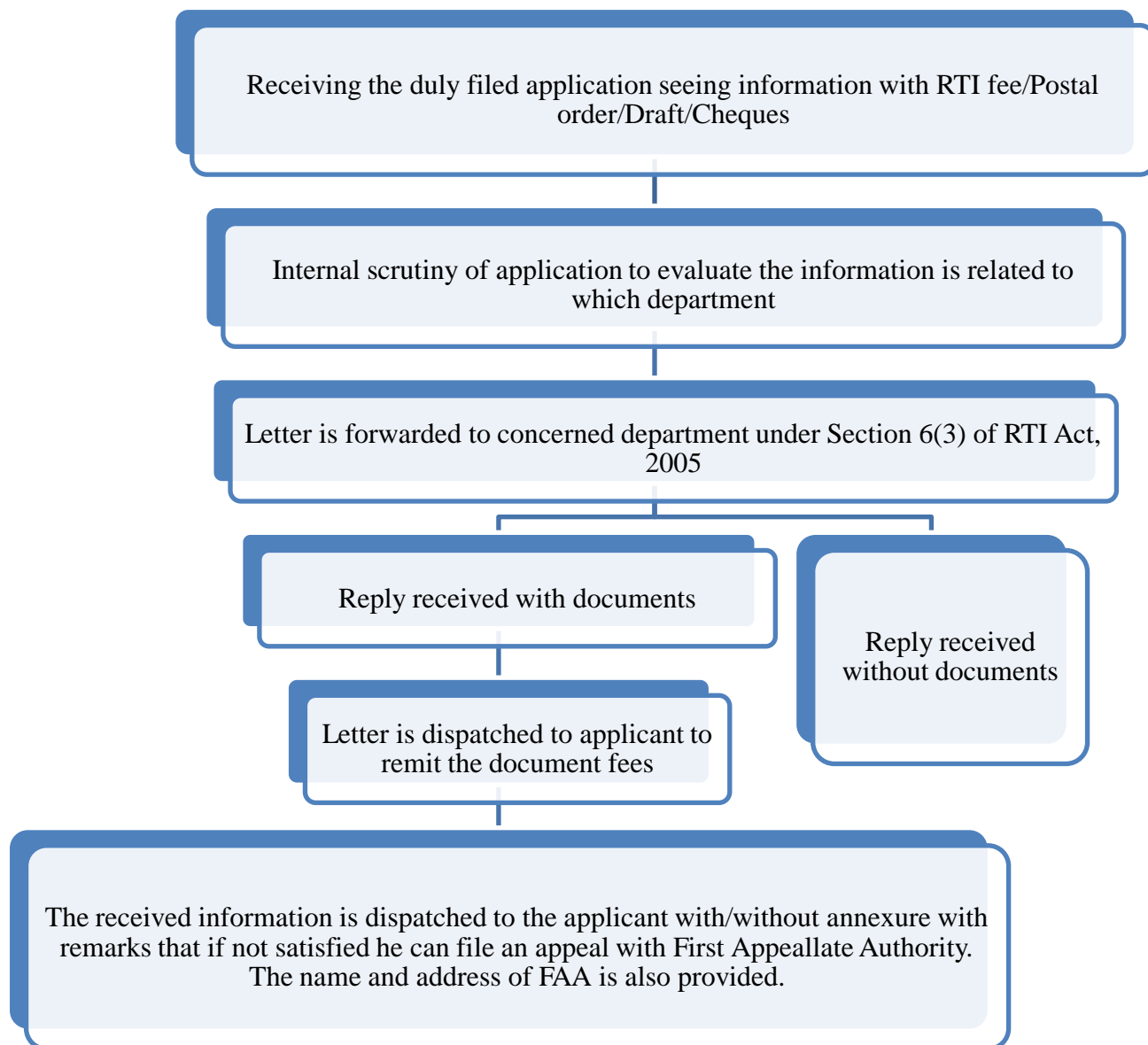
6.2.5 Uploading of Quarterly Report of Disposal of RTI Application/Appeal in CIC website and DTU website.

6.2.6 Record Maintenance

|

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7 COMPLETE DEPARTMENT PROCEDURE:



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7.1 DEALS WITH RTI RECEIVED.

7.1.1 PROCEDURE

An application to obtain any information under the Act from any citizen of India is received in the RTI Section alongwith the payment of application fee.

The submitted RTI application is scrutinized to find out whether any discrepancy in application is lying or not. If any discrepancy is found the application is returned back to the applicant with remarks to rectify the discrepancy and submit it again. If the application is complete with having the required fee and documents then ID No. is allotted.

Check List:

- RTI Application duly addressed
- Requisite fee in form of IPO/Bank Draft/Cheque

Time Line:

- 2-3 days

7.1.2 Revision and approval

- [ver 1.0] – [21.03.2018] – [First Draft] – [RTI CELL]

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7.2 DEALS WITH APPLICATION RELATED TO LIBERTY AND LIFE

7.2.1 Summary and Procedure

The RTI Applications in which the information sought is related to life and liberty of the applicant the information is obtained from the concerned department at the earliest. The information is provided within 48 hours.

Check List:

- Copy of the Application
- Covering Letter

Time Line:

- Within 48 hours

7.3 DEALS WITH APPEALS APPLICATION

7.3.1 PROCEDURE

(a) The appeal applications are received in the RTI Cell and are allotted ID No. to each application. A Note initiated for finalization of Date & Time of hearing of Appeal by First Appellate Authority. After getting the date & time from First Appellate Authority same is communicated to the appellant through letter/E-mail. The copy of the letters also sent to the concerned departments to attend the hearing as per the scheduled date & time.

Check List:

- Appeal Application
- Note prepared
- Finalization of Date & Venue of Appeal

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Time Line:

- Within 7 days

(b) On the scheduled date & time the hearing of appeal is executed in the office of FAA. The queries of the appellant are addressed and provided with the information, if allowed, under the provision of RTI Act 2005. Order is issued with the signature of First Appellate Authority with copy to the concerned departments to comply with the directions in the Order. A copy of the order is also provided to the appellant through post/E-mail.

Check List:

- Copy of the Correspondence
- Copy of the Order

Time Line:

- Within 30 days of receipt of appeal

7.4 UPLOADING/UPDATING OF RECORDS IN RTI PORTAL.

7.4.1 PROCEDURE

The information regarding the status of Academic as well as non Academic staff is provided by the Establishment Branch. A note is initiated for consent of the Competent Authority related to updating the detail mentioned in RTI Portal for wide dissemination for general public.

Check List:

- Received Information from Establishment Branch
- I.M. Note to Head of Computer Center

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Time Line:

- Within 15 days

7.5 UPLOADING OF QUARTERLY REPORT OF DISPOSAL OF RTI APPLICATION/APPEAL IN CIC WEBSITE AND DTU WEBSITE

7.5.1 SUMMERY AND PROCEDURE

It is mandatory on the part of every public office to upload the quarterly report in CIC website. Every month the record of receipt, fee detail, disposal and pending RTI application/Appeals is prepared. After every three months the compiled list of details related to RTI Application/Appeal is prepared and a note is initiated to take permission from competent authority regarding uploading the same on CIC website and DTU website. I.M Note is issued in favor of HoD (Computer Centre) for necessary action.

Check List:

- Compiled list of details
- I.M. Note

Time Line:

- Within 15 days of completion of 3 months

7.6 RECORD MAINTENANCE

7.6.1 SUMMERY AND PROCEDURE

The RTI Application/appeal files received in the RTI Cell is provided with a unique ID Number.

1. Dispose of cases are segregated from the running cases.

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2. The dispose of files are arranged according to the ID Numbers and kept in separate place in safe custody.
3. After every 03 Years the weed out process of RTI Files is initiated.

Check List:

- List of running cases
- List of disposed off cases

Time Line:

- Within 1 month

8 OVERVIEW

8.1 Process Sequence

The RTI Cell receives application from the students/staff/faculty /citizens of India, online RTI & transfer cases from other departments. Provides the reply to the concerned person/departments after seeking approval of Registrar .

Appeal application received in RTI Cell and an ID No. allotted to the application. The First Appellate Authority fixed the date and time for hearing of the appeal. The information is provided to the appellant through order of First Appellate Authority.

9 RELATED DOCUMENT

The Right to Information Act 2005

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10 RELATED FORMS:

- Format of online RTI Application.
- Format of online RTI Appeals.
- Format of the Letter sent to the applicant when discrepancy is observed.
- Format of the Letter sent to the concerned departments for providing the information.
- Format of the Letter sent to the Other Public Authority having the partial or complete information under their custody.
- Format of the letter asking for remittance of documents fee.
- Format of the Letter related to disposal of RTI Application.
- Format of the Letter related to finalization of Date & Time of Appeal.
- Format of Order of FAA.

11 REFERENCES:

i. DTU website (<http://dtu.ac.in>)

ii. CIC website

iii. BOOKS:

(a) Right to Information, NABHI PUBLICATION

(b) Right to Information, Practical Handbook, JBA PUBLICATION.

12 ATTACHMENTS

- Forms can be downloaded from <https://dtu.ac.in>.

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1. Introduction

Standard Operating Procedure: Store and Purchase Department of Delhi Technological University (DTU), Delhi – 110042

The Central Stores and Purchase Department of University is the department where records of all moveable and immovable stores, whether it is consumable or non-consumable are being maintained & updated as per laid down procedure. Central purchases are being carried out in a fair and transparent manner as per the guidelines laid down by the State and Central Government.

The aim of preparing this Standard Operating Procedure is to have a Comprehensive Procedural documents with regards to functioning of the Stores and Purchase Department of the Delhi Technological University (DTU).

2. Amendments

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

3.1 Welcome

We welcome you to have a glimpse about the functioning of the Store and Purchase Department of the Delhi Technological University. Store section deals with Inventory management and Purchase section deals with all central procurement of the university.

3.2 Quality Policy:

The Stores section has a quality system of Inventory management, which involves updated records of all stores/equipment's received and issued to the user department, Annual Stock Verification and Disposal of obsolete/unserviceable stores/equipment's.

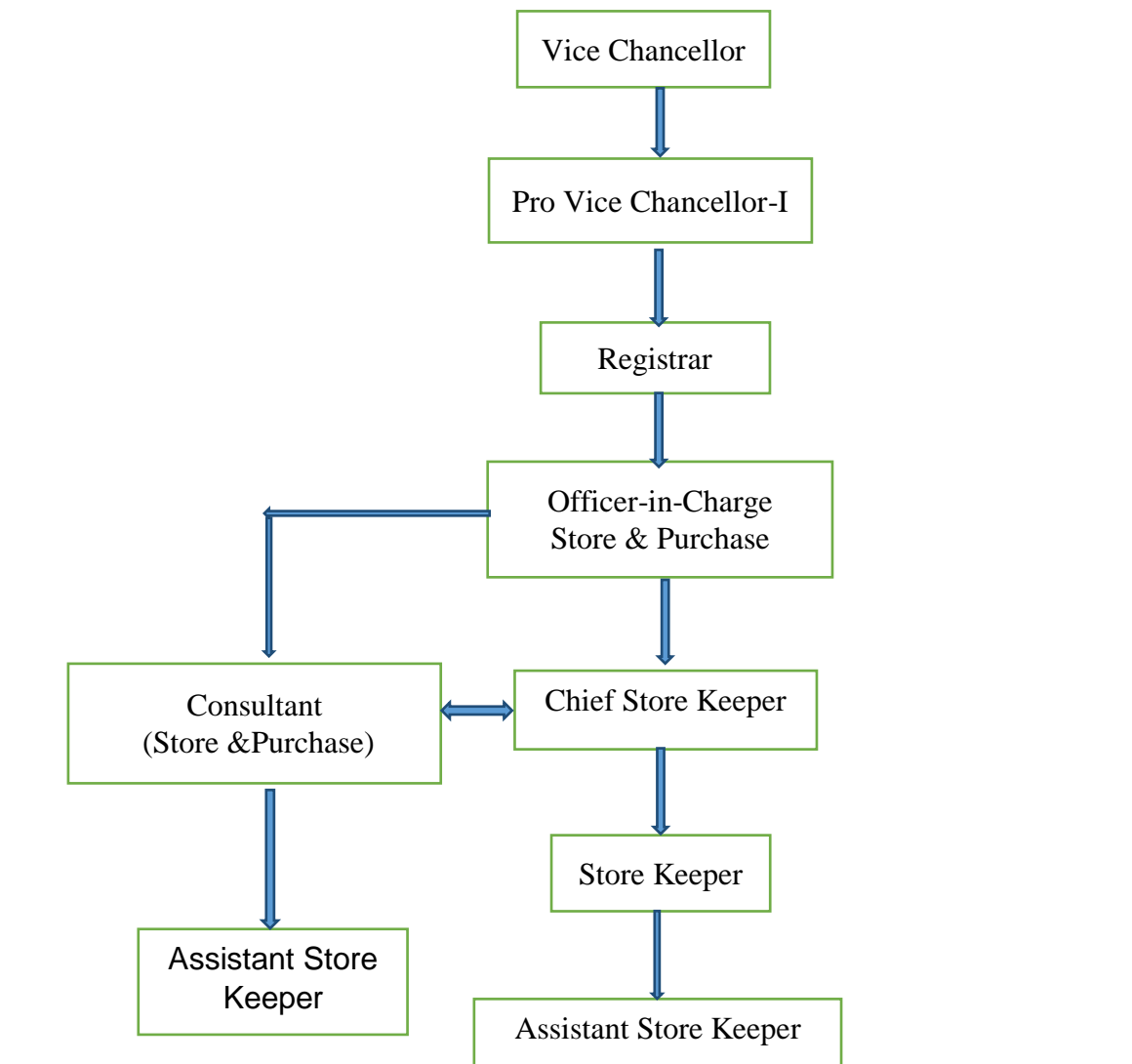
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The Purchase section has a quality procurement policy. The important Consideration in purchase of Goods or services are **(a) Quality (b) Reliability (c) efficiency (d) accountability and (e) Economy**– Efforts are being made to ensure placement of contract/ Purchase Order within the original validity of the bids. Specified quality and reliability of the supplier has to be taken into consideration with low cost involvement. The purchase procedure being followed in this University is based on the guidelines enumerated in the General Financial Rules 2017.

4. Responsibilities

4.1 Context of the Organisation

4.2 Organisation Chart



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4.1.2. Internal Issues

- Incomplete indent form from the Indenter – Signature of HOD, Indenter and DPC Member recommending the purchase.
- Non Generic Specifications – Leads to unhealthy competition due to less participation.
- Non submission of list of prospective supplier.
- No justification for proprietary item purchase.
- No rate justification by the DPC with regards to similar items supplied by the vendor to other institute.
- Piecemeal observations.
- Low/No monitoring of the project to achieve its objective.
- Prolonged delayed payments for the Maintenance services.

4.1.3 External Issues

- Incomplete uploading of bid documents by the bidder.
- Low response/ less competition among the bidder.
- Slow/No response of the bidder to communication.
- Delay in delivery
- Unsatisfactory after sale service

4.1.4 Responsibilities & Authorisation

Designation	Responsibilities	Authorisation
Vice Chancellor, DTU	<ul style="list-style-type: none"> • All administrative approval irrespective of purchase value. • All expenditure sanction beyond delegated financial power of Pro Vice Chancellor. • All approval involving mid-course 	One

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	<p>correction in specification or any other aspect relating to purchase introduced after administrative approval.</p> <ul style="list-style-type: none"> • All approval for any addition / deletion in the policy decision. • Any other decision which the competent authority in the chain of administration so desire. 	
Pro Vice Chancellor	<ul style="list-style-type: none"> • All expenditure sanction within the delegated financial power of Pro Vice Chancellor. • Endorsement on all cases submitted for approval of Hon'ble Vice Chancellor. • Endorsement on all cases submitted for approval for any addition / deletion in the policy decision. • Any other decision which the competent authority in the chain of administration so desire. 	Two (I & II)
Registrar, DTU	<ul style="list-style-type: none"> • All expenditure sanction within the delegated financial power of Registrar, DTU. • Endorsement on all cases submitted for approval of Hon'ble Vice Chancellor/Pro Vice Chancellor. • Endorsement on all cases submitted for approval for any addition / deletion in the policy decision to VC/PVC. 	One

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	<ul style="list-style-type: none"> Any other decision which comes under the purview of worthy Registrar, DTU. 	
OIC (S&P), DTU	<ul style="list-style-type: none"> Signature & Issue of all NITs after approval of Competent authority Processing all cases of central procurement All GeM procurement in the University Signature and issue of all POs after approval of Competent Authority of the University. Signature and issue of all Sanctioned order after approval of Competent Authority of the University. Signature and issue of all correspondence pertains to Purchase Section Authentication of all stores posted on Central Store Register 	One
CSK, Consultant, SK and ASK	<ul style="list-style-type: none"> Will work under the directions of Officer-in-charge (Store & Purchase) 	CSK-01 SK-02 ASK-02 ASK-03 Consultant-0

4.1.4.State of Manpower

Sr	Appointment/Designation	Authorise	Held	Remarks
1.	Store Officer	01	Nil	Held by Officer – in – Charge (S & P)

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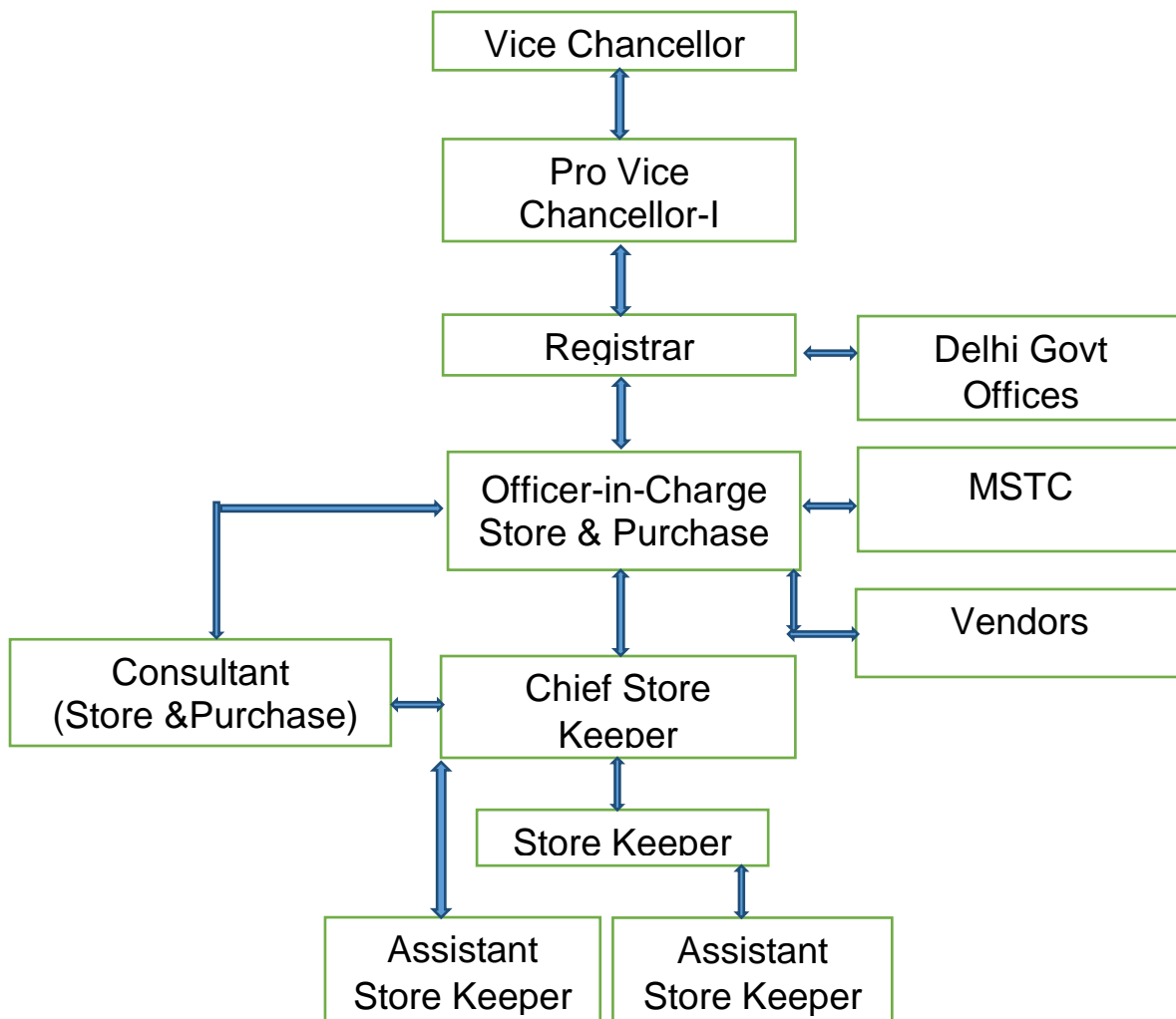
2.	Chief Store Keeper	01	01	-
3.	Store Keeper	02	01	Vacant – 01
4.	Assistant Store Keeper	03	02*	2* Filled up by contractual staff, 01 Vacant
5.	Consultant (S & P)	Nil	01	Contractual

The Delhi Technological University is a state University, Lieutenant Governor of Delhi is Chancellor of the University.

4.1.5. Work Culture

The work culture of the University is of all-inclusiveness & cohesiveness.

4.1.6. Flow of Process & Information



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4.2 Interested Parties

- 4.2.1. Delhi Technological University and its user departments.
- 4.2.2. Students of the Delhi Technological University
- 4.2.3. Faculty and Supporting Staff of the University
- 4.2.4. Administrator and administrative Staff of the University
- 4.2.5. Firm/Vendor/Company supplying the equipments/stores

5. Scope

5.1. The Scope of this document is to clearly delineate procurement procedure to ensure **efficiency, economy, accountability and Quality Management System**. The system involves a systematic procedure in procurement, Inventory Management, Annual Stock Verification and disposal of surplus/unserviceable stores. In this document we will first laydown procedure for procurement followed by Inventory management, Annual Stock verification and disposal of obsolete/surplus/unserviceable stores.

5.2. The complete address/ location of the University Main Campus is:-

1. Delhi Technological University (Formerly Delhi College of Engineering) Shahbad Daultpur: Bawana Road: Delhi – 110042
2. Delhi Technological University East Campus Phase – II, E – Block, Vivek Vihar, Delhi -95

5.3. Exclusion

None

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6. Procedures

6.1. Process Methodology

Based on the urgency, expenditure involved and nature of stores to be purchased, various methods of procurement are followed in S & P Department. The detailed process and information flow is shown in sketch 4.1.6.

6.2. Top Level Process

6.2.1 Purchase of Goods through GeM.

6.2.2 Purchase of Goods without quotation (GFR-154).

6.2.3 Purchase of Goods by Departmental Purchase Committee (GFR-155).

6.2.4 Purchase of Goods by obtaining bids

6.2.5 Purchase of Goods by Single Tender Enquiry (GFR-166)

6.2.5 Electronic Reverse Auction (Refer GFR 166)

.2.7 Record Maintenance

7. Complete Department Procedure

7.1. Procedure 1 - Procurement of Goods through GeM.

The preference is given for purchases through Government e-Marketplace (GeM) subject to the item/equipment of the required specification is available. The GeM portal shall be utilized for direct online purchase as under

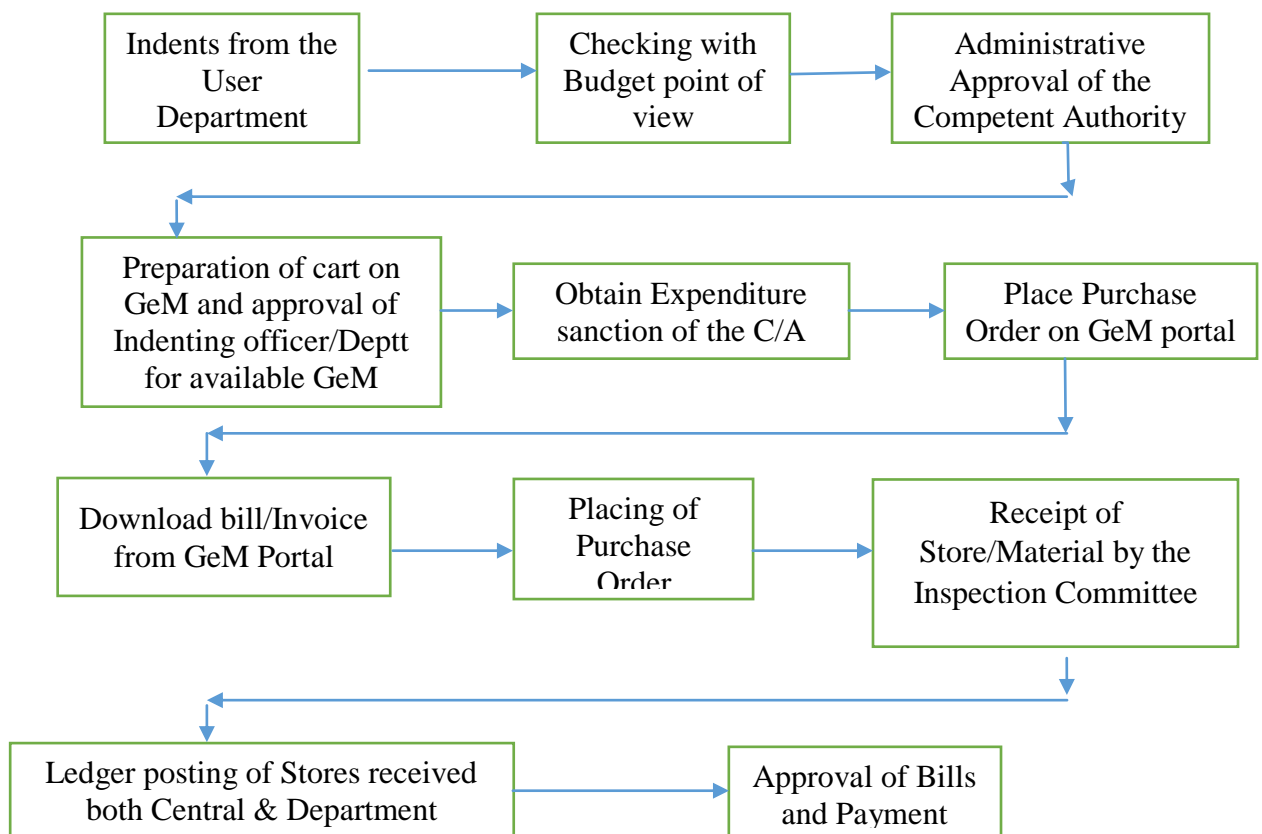
- Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM may be used, if decided by the competent authority.
- 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.
- 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

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goods/services under the particular product/service category, as per terms and conditions of GeM.

- The above mentioned monetary ceiling is applicable only for purchases made through GeM.
- The indenting department/DPC 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.
- A demand 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.

Schematic Diagram



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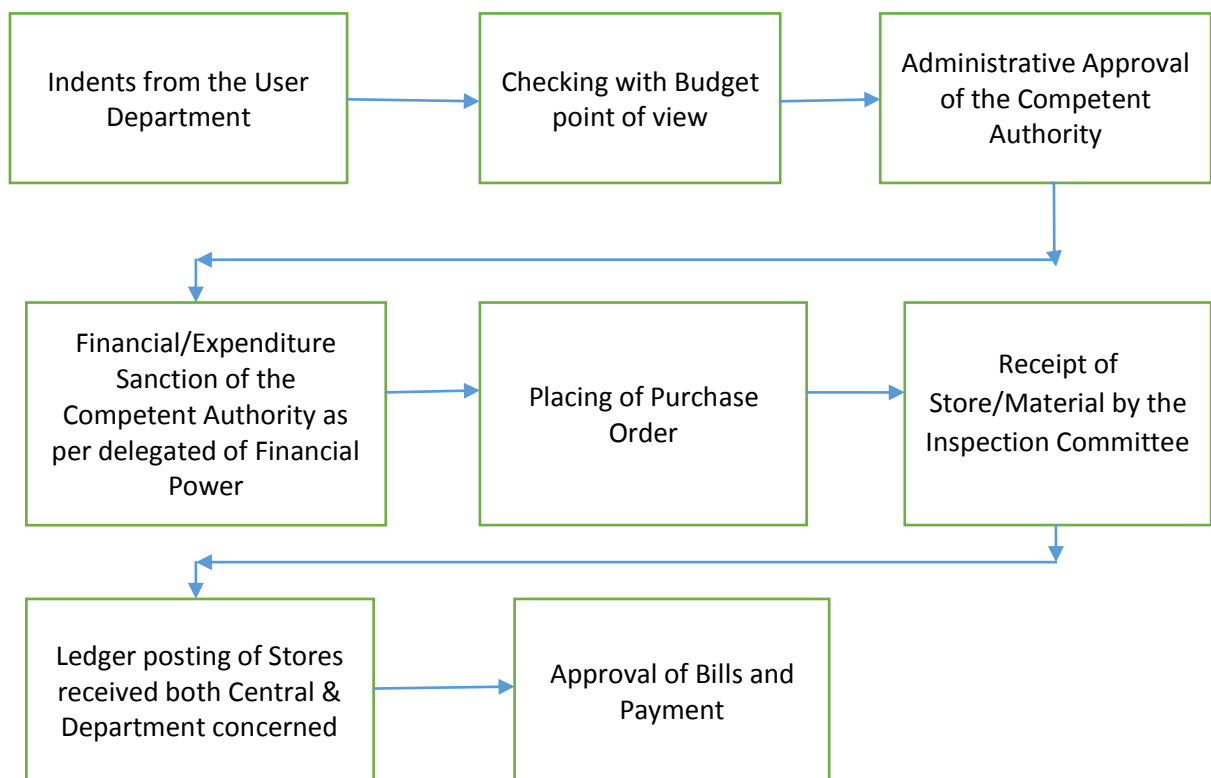
Check List : Ensure all codal formalities as per GFR have been completed before issue of Purchase order

7.2 Procedure 2 - Purchase of Goods without quotation (GFR-154)

The procurement 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 competent authority 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

Schematic Layout of purchase procedure followed in procurement through GeM



Check List : Ensure all codal formalities as per GFR have been completed and certificate as at para 7.2 has been endorsed on the noting sheet as well as on the Bill/Invoice.

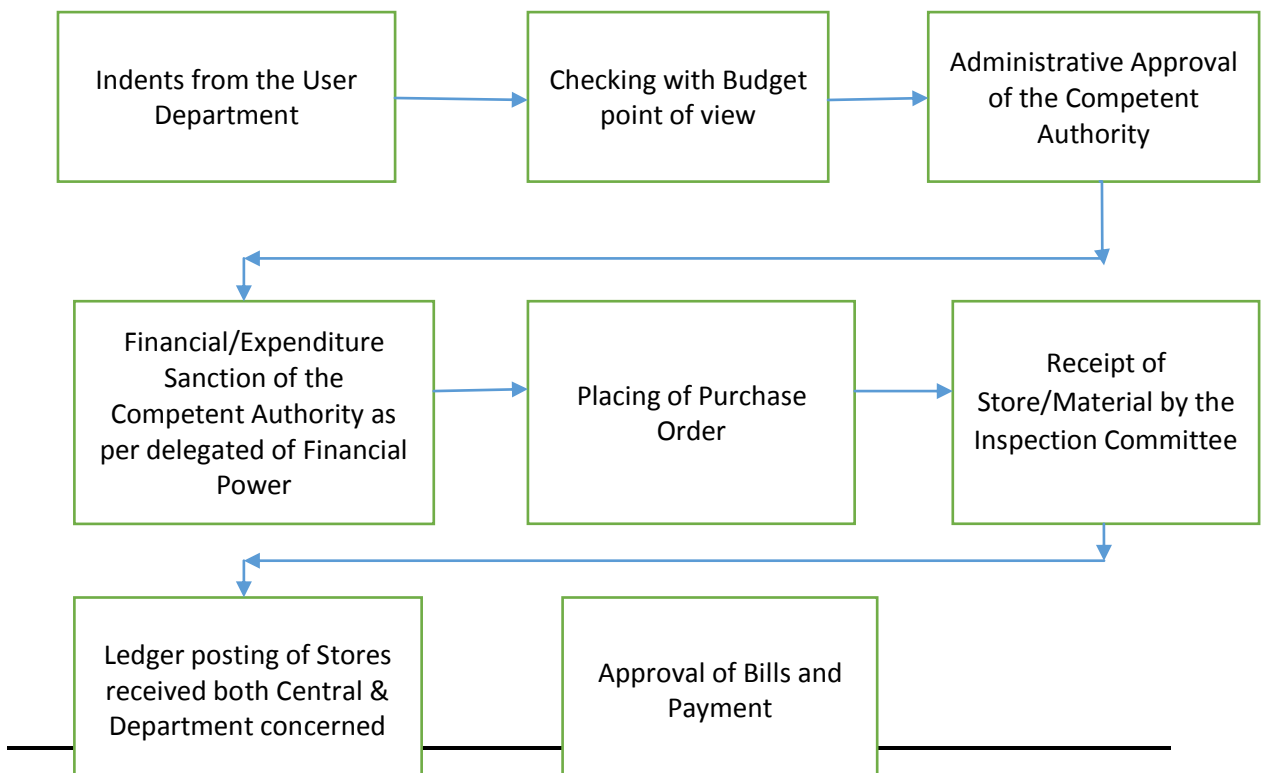
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7.3. Procedure 3 - Purchase of Goods by Departmental Purchase Committee (GFR-155) :

On the recommendation of duly constituted Departmental Purchase Committee, purchase 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. 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.”

Schematic Layout of purchase procedure followed in procurement by DPC



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Check List :

Ensure all codal formalities as per GFR have been completed and certificate as at para 7.3 has been endorsed on the noting sheet and signed by all members of the DPC before issue of Purchase Order.

7.4 Procedure 4 - Purchase of Goods by obtaining bids

The goods/stores/equipments/instruments are purchased by the University by following the standard method of obtaining bids. The following methods are adopted.

a) E-Publishing (Refer GFR 159)

- It is mandatory for the University to publish tender enquiries, corrigenda thereon and details of bid awards on the Government e-procurement portal.
- Individual cases where confidentiality is required, for reasons of national security, would be exempted from the mandatory e-publishing requirement. The decision to exempt any case on the said grounds should be approved by the Honb'le Vice Chancellor with the concurrence of the Head of the Finance in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract should be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure.
- The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre Qualification/ Registration or any other notice inviting bids or proposals in any form whether they are advertised, issued to limited number of parties or to a single party.
- In the case of procurements made though DGS&D Rate Contracts or through any other Central Procurement Organizations (CPOs) only award details need to be published.

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b) E-Procurement (refer GFR 160)

- It is mandatory for the University to receive all bids through e-procurement portals in respect of all procurements.
- These instructions will not apply to procurements made by the University through DGS&D Rate Contracts / GeM.

c) Advertised Tender Enquiry(refer GFR 161)

- Invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh)and above. Advertisement in such cases should be given on E-Procurement portal of Delhi Govt or Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. The University should also publish all its advertised tender enquiries on its website.
- The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- Where the University/Indenting department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted.
- Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the Department also

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contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

d) Limited Tender Enquiry (Refer GFR 162).

This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, publish limited tender enquiries on Govt e-procurement portal as per Rule 159 and on University Website.

Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances.

- The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
- There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
- The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

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(e) Two bid system (simultaneous receipt of separate technical and financial bids) (Refer GFR 163).

For purchasing high value plant, instruments, equipment, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under:

- Technical bid consisting of all technical details along with commercial terms and conditions.
- Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the Tender Opening Committee at the first instance and evaluated by the Departmental Purchase Committee. At the second stage financial bids of only those technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

(f) Two-Stage Bidding

Obtain bids in two stages with receipt of financial bids after receipt and evaluation of technical bids. This method may be adopted in the following condition

- If it is not feasible to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders.
- The character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both.

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- It the Department seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of items in quantities sufficient to establish their commercial viability or to recover research and development costs.
- The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.

The procedure for two stage bidding shall include the following, namely

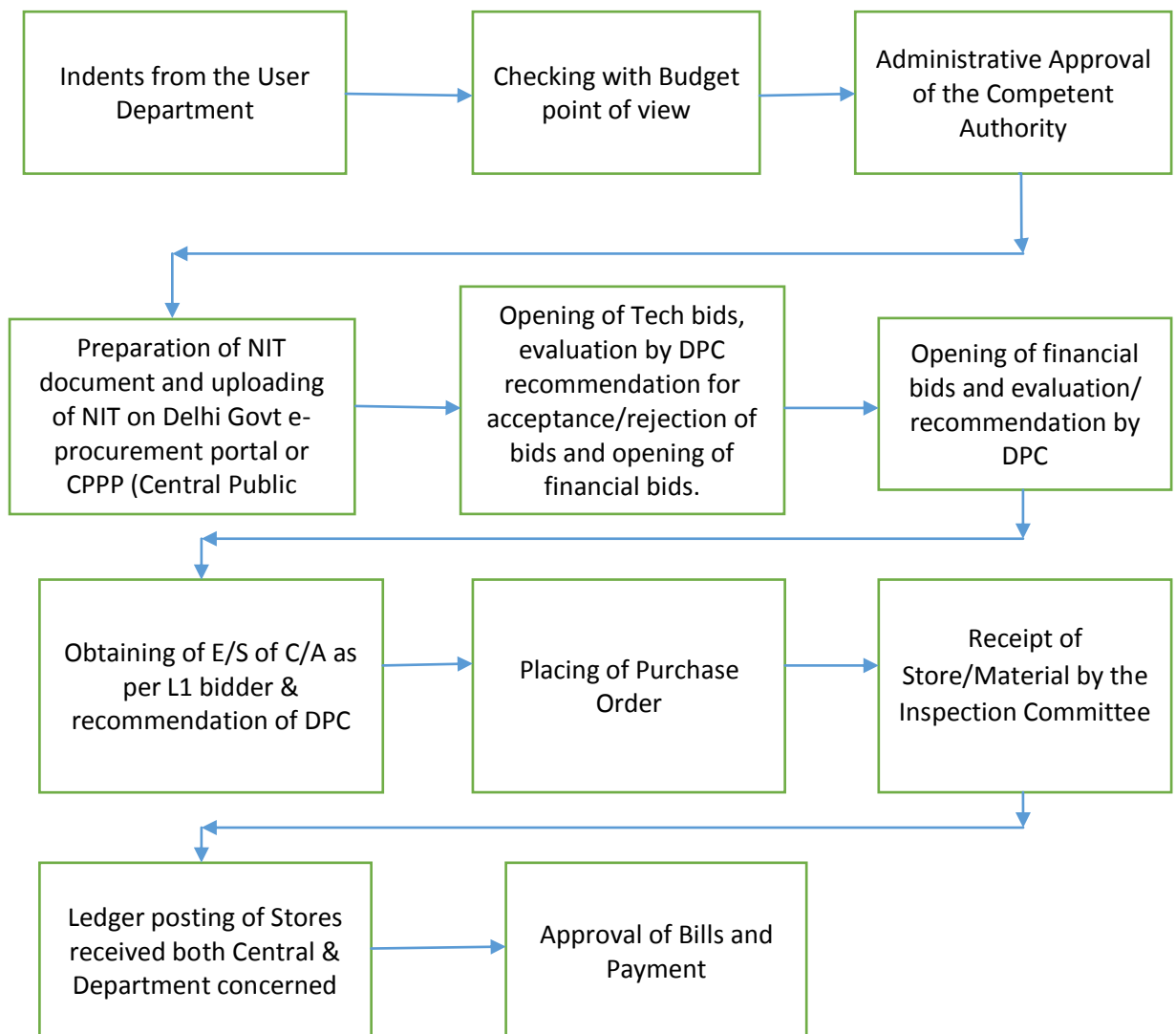
In the first stage of the bidding process, The Store & Purchase Department shall invite bids through advertised tender containing the technical aspects and contractual terms and conditions of the proposed procurement without a bid price.

- All first stage bids, which are otherwise eligible, shall be evaluated through an appropriate technical committee constituted by the Competent Authority.
- The committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussions.
- In revising the relevant terms and conditions of the procurement, the procuring entity shall not modify the fundamental nature of the procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation.
- In the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement.
- Any bidder, invited to bid but not in a position to supply the subject matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the bidding proceedings without forfeiting any bid

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security that he may have been required to provide or being penalised in any way, by declaring his intention to withdraw from the procurement proceedings with adequate justification

Schematic Layout of purchase procedure followed in procurement by obtaining bids



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Check List : Ensure all codal formalities as per GFR and NIT have been completed, A/A of C/A and E/S of C/A has been obtained and the same has been vetted by the Accounts Branch at each stage..

7.5 Procedure 5 - Single Tender Enquiry(GFR 166).

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.

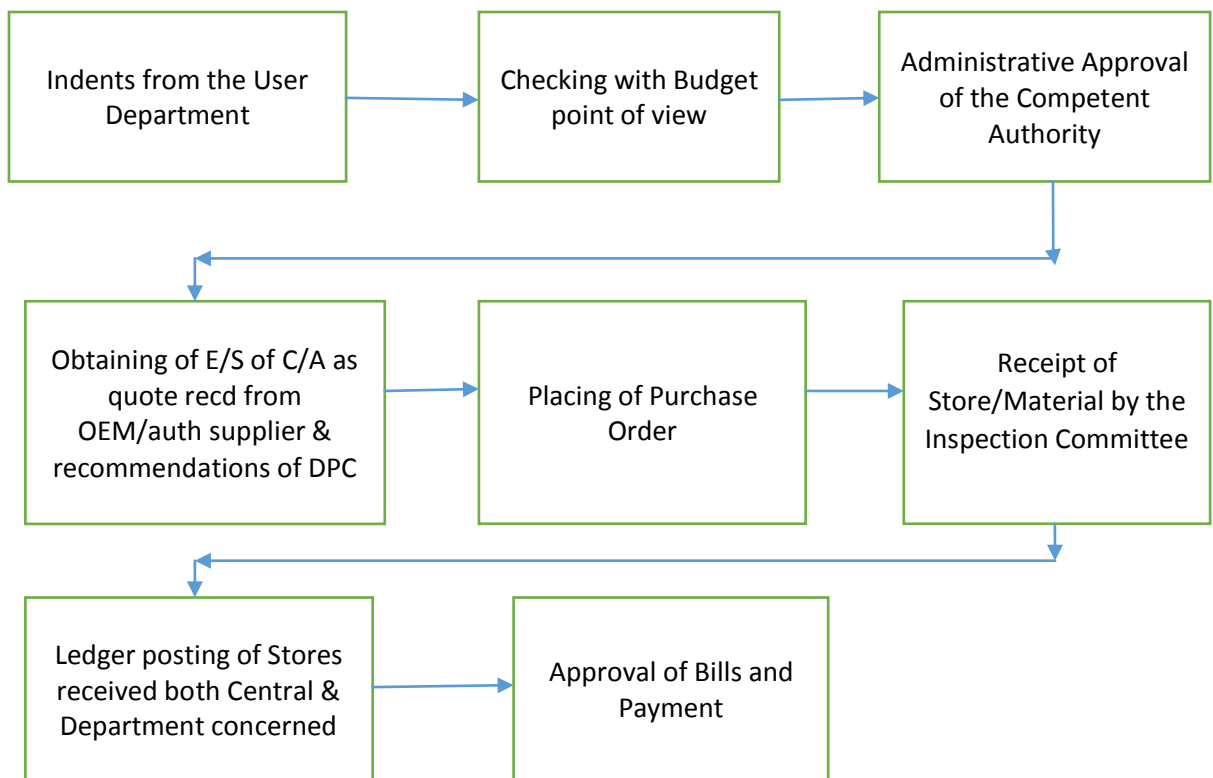
Note : Proprietary Article Certificate in the following form is to be provided by the Indenting Department before procuring the goods from a single source under the provision of para 12 (a) or (b) as applicable.

- The indented goods are manufactured by M/s.....
- No other make or model is acceptable for the following reasons :
.....
- Concurrence of Accounts Branch/Finance Division to the proposal vide:
.....
- Approval of the competent authority vide:

(Signature with date and designation of the indenting officer)

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Schematic Layout of purchase procedure followed in procurement by obtaining single bid (Proprietary item/article)



Check List : Ensure all codal formalities as per GFR and NIT have been completed, A/A of C/A and E/S of C/A has been obtained and the same has been vetted by the Accounts Branch before issue of Purchase order.

7.6 Procedure – 6 - Electronic Reverse Auction(Refer GFR 166)

Electronic Reverse Auction means an online real-time purchasing technique utilised by the Purchase Department to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids. A Store and Purchase Department may choose to adopt this method:

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- (a) If Indenting Department is able to formulate a detailed description of the subject matter of the procurement.
- (b) There is a competitive market of bidders anticipated to be qualified to participate in the electronic reverse auction, so that effective competition is ensured.
- (c) The criteria to be used by the procuring entity in determining the successful bid are quantifiable and can be expressed in monetary terms.

The procedure for electronic reverse auction shall include the following, namely:

- (a) The Purchase Department shall solicit bids through an invitation to the electronic reverse auction to be published or communicated in accordance with the provisions similar to e-procurement.
- (b) The invitation shall, in addition to the information as specified in e-procurement, include details relating to access to and registration for the auction, opening and closing of the auction and Norms for conduct of the auction.

7.7. Record Maintenance/Inventory Management Procedure

These are the basic rules regarding inventory management to be followed in the University (GFR -207, 208).

7.7.1. Receipt of goods and materials from suppliers

The purchases in the Central Purchase department are usually being made based on receipt of specific Indent from the department concerned. While placing contract/Purchase order supplier is directed to deliver the good/service direct to the department concerned. On receipt of Bill/Invoice the case file along with the bill/Invoice duly page numbered will be forward to requisitor through HoDof concerned department for verification in conformity with terms and conditions as laid down in the NIT documents :-

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- 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, 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 Committee constituted for the purpose.
- An appropriate receipt, may also be given to the supplier on receiving the goods/materials/equipment.
- Details of the goods/material/equipment/instruments so received should thereafter be entered in the appropriate stock register. (preferably in an IT-based system). The officer-in-charge should certify that he has actually received the goods/material/equipment/instruments and recorded it in the appropriate stock registers. Two separate endorsement in this regard is also be recorded on the back of the bill/invoice by the Officer-in-charge of the department.
- The file then forward to the Central Store and Purchase department for central stock register entry alongwith the Indent Book of the department concerned for posting the entry in the central stock register.

Check List : Ensure enfacement on Noting sheet as well as on the Bill Invoice has been done regarding taking on Ledger/Stock Ledger Charge and all entries are matching with each other.

7.7.2. Receipt/issue of goods and materials from internal Departments of the University (Inter transfer of stores within the University) (GFR-209-210).

- The indenting officer requiring goods and materials from other department(s) of the University should project an indent in the prescribed form for this purpose. While receiving the supply against the indent, the indenting officer shall examine, count, measure or weigh the materials as

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the case may be, to ensure that the quantities are correct, the quality is in line with the issue vouchers and there is no deviation/ deficiency in the materials. An appropriate receipt voucher shall also be given to this effect by the indenting officer to the division sending the materials.

- In the case of issue of materials from Stores for departmental use, the Officer-in charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A receipt voucher of material issued shall be obtained from the indenting officer or his authorised representative at the time of issue of materials.
- In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.
- If the Officer-in-charge of the stores is unable to comply with the indent in full, he will make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document. **The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible material, shall take appropriate steps for arranging their safe custody, security, proper storage, including arrangements for maintaining required temperature, dust free environment etc.**

Check List : Ensure charge off entries in the Inventory of the Issuing department and taking on charge entries in the Inventory of receiving department are properly posted with original book value of the stores being transferred.

7.7.3. Store Ledger (Stock Register)

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- The Officer-in-charge of stores maintains suitable item-wise lists/ledger folio and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. The form of the stock accounts mentioned above shall be determined with reference to the nature of the goods and materials, the frequency of the transactions and the special requirements of the Department concerned.

Separate stock ledger/Register is to be maintained for

- (i) Fixed Assets such as plant, machinery, equipment, furniture, fixtures (ref Form GFR-22).
- (ii) Consumables such as office stationery, chemicals, maintenance spare parts etc (ref Form GFR-23).
- (iii) Assets of historical/artistic value held by departments of University (ref Form GFR-24),

Note: These forms may be supplemented with additional details by the University as per requirement.

7.7.4. Annual Stock Verification:

A physical Stock verification as per stock ledger/register of both consumable and non-consumable has to be carried out once in a year and the outcome of the verification shall be recorded in the corresponding ledger/register. Deficiency/loss/depreciation/appreciation and surplus if any will be recorded accordingly in relevant register (refer GFR 213).

- Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
- A certificate of verification along with the findings shall be recorded in the stock register.

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- 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 GFR - Rule 33 to 38.

Check List :Timely circular has been issued to all departments for carrying out ASTB in time. Ensure all unserviceable stores beyond economical repair are included in the list and the list is signed by the Condemnation Committee, HOD and the Inventory Holder.

7.7.5. Disposal of Goods (refer GFR 217)

- An item may be declared surplus or obsolete or unserviceable if the same is of no use to the concerned department of the University. The reasons for declaring the item surplus or obsolete or unserviceable shall be recorded by the Condemnation Committee constituted for the purpose.
- The book value, Purchase price and reserved price, which will be required while disposing of the surplus/obsolete and unserviceable 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 utilised. A report of stores for disposal shall be prepared in Form GFR - 10.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a Government servant, responsibility for the same should be fixed.
- Disposal of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be done keeping in view the extant guidelines of Ministry of Environment & 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.

7.7.6. Modes of Disposal

As per guide lines of Govt of NCT of Delhi the Surplus or obsolete or unserviceable goods recommended by Departmental Condemnation Committee and approved by the Competent Authority will be disposed of through MSTC – List of stores/goods declared unserviceable/obsolete has to be forward to MSTC for their further disposal through public auction etc.

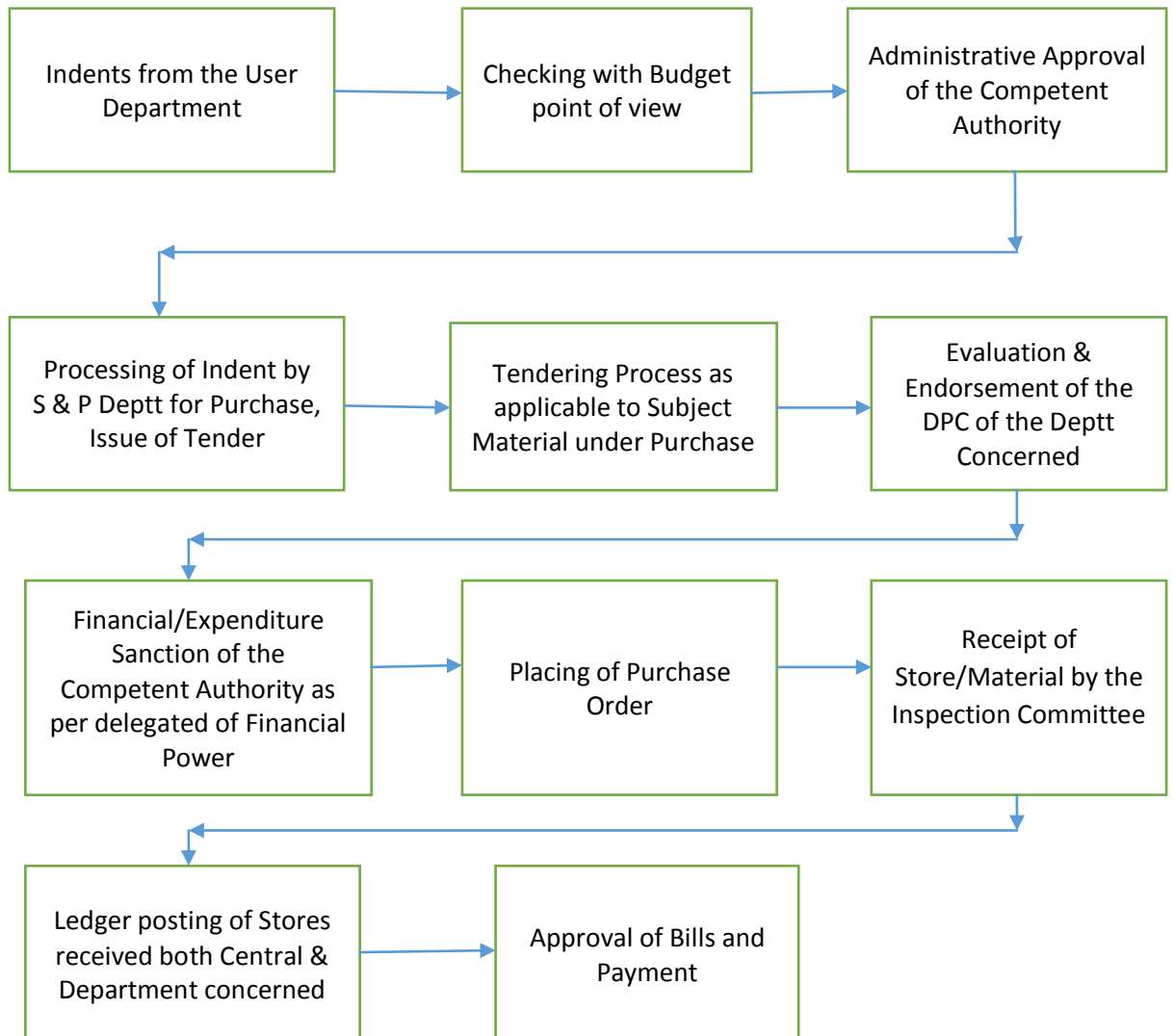
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Check List : List of the stores to disposed off through e-auction are prepared category wise. Book value and reserve price of each lot has been fixed and approved by C/A. Ensure uploading of reserve price at least one day before the auction date announced by the MSTC.

8. Overview

A flow chart of standard purchase action is given below :-

SCHEMATIC DIAGRAM OF PURCHASE PROCEDURE



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9. **Related documents:**

- General Financial Rules 2017
- Documents related to Delegation of Financial Powers of Govt of NCT of Delhi.
- Minutes of BoM.
- Minutes of Finance Committee Meeting.

10. **Related Forms**

- FORM GFR - 22 : REGISTER OF FIXED ASSETS
- FORM GFR 23 : STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.
- FORM GFR 24 : REGISTER OF ASSETS OF HISTORICAL / ARTISTIC VALUE
- FORM GFR 10 : REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

11. **References**

- General Financial Rules 2017
- Documents related to Delegation of Financial Powers of Govt of NCT of Delhi.
- Government e Market portal.
- Delhi Govt e-procurement site

12. **Attachment**

- Forms are available at <http://www.dtu.ac.in>.

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FORM GFR - 22 [See Rule211 (ii) (a)]

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets
.....

Date	Particulars of Asset	Particulars of supplier		Cost of the Asset	Location of the Asset	Remarks
		Name and address	Bill No. and date			
1	2	3	4	5	6	7

NOTE : The items of similar nature but having significant distinctive features (e.g. study table, office table, computer table, etc.) should be accounted for separately in stock.

FORM GFR 23 [See Rule211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.

Name of Article..... Unit of Accounts
.....

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Date	Particulars	Suppliers Invoice No. and Date	Receipt	Issue Voucher No	Issue 2	Balance.	Unit Price
1	2	3	4	5	6	7	8

NOTE : User's indent in original shall be treated as issue voucher. Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.

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FORM GFR 24 [See Rule211 (ii) (d)]

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
1	2	3	4	5	6	7

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 agency and the same is indicated in Column 3, every five years.

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FORM GFR 10

[See Rule 217 (iii)]

REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

Item No.	Particulars of stores	Quantity/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.....
 Designation.....
 Date.....

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1. Introduction:

Finance & Accounts Department of the Delhi Technological University is dealing with Financial and Accounting matters of the University and assisting authorities in making strategic decisions i.e. Financial Planning, Budgeting, Organizing, Auditing, Accounting, Controlling University Finances and preparing Financial Statements of the University.

2. Amendments:

Amendments would be carried out as and when the rules and regulations required to be amended by Governing Body of the University i.e. Board of Management (BOM).

3. Purpose:

The purpose of this document is to apprise all concerned about the functioning and due procedures followed by Finance & Accounts Department, DTU.

3.1 Welcome

The role of Finance & Accounts Department, DTU is providing Advisory services to the authorities and other departments of the University. Formulates budget (Annual Financial Statement) and exercises budgetary control over the spending of University. Managing Financial and Accounting matters of the University like Financial planning, Management of Funds, Investment, Preparation of Accounts, Auditing, Receipt of Fees, Grants etc., Disbursement of Salaries, Allowances, Fellowship and Payments to Suppliers and Service providers as per the rules and regulations framed or adopted by the Governing Body of the University.

3.2 Quality Policy

To ensure efficient utilization of resources in a transparent manner with high standards of financial priorities in a time bound manner.

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4. Responsibilities:

4.1 Context of the Organization :

Internal issues:

- Governing Body i.e. Board of Management, DTU.
- Finance Committee, DTU.
- All departments/ Sections of DTU.

External Issues:

- Funding agencies i.e. Govt. of India, AICTE, Govt. of NCT of Delhi.
- Administrative Department i.e. Dte. of Training & Technical Education, Govt. of NCT of Delhi.
- Finance Department, Govt. of NCT of Delhi.

Department Culture:

The work culture of the Finance & Accounts Department is like working as a team in coordination with other departments of the university (proposer branches) and the sanctioning/ approving authorities. Also to give valuable advice as per provision of rules on the issues referred by different authorities.

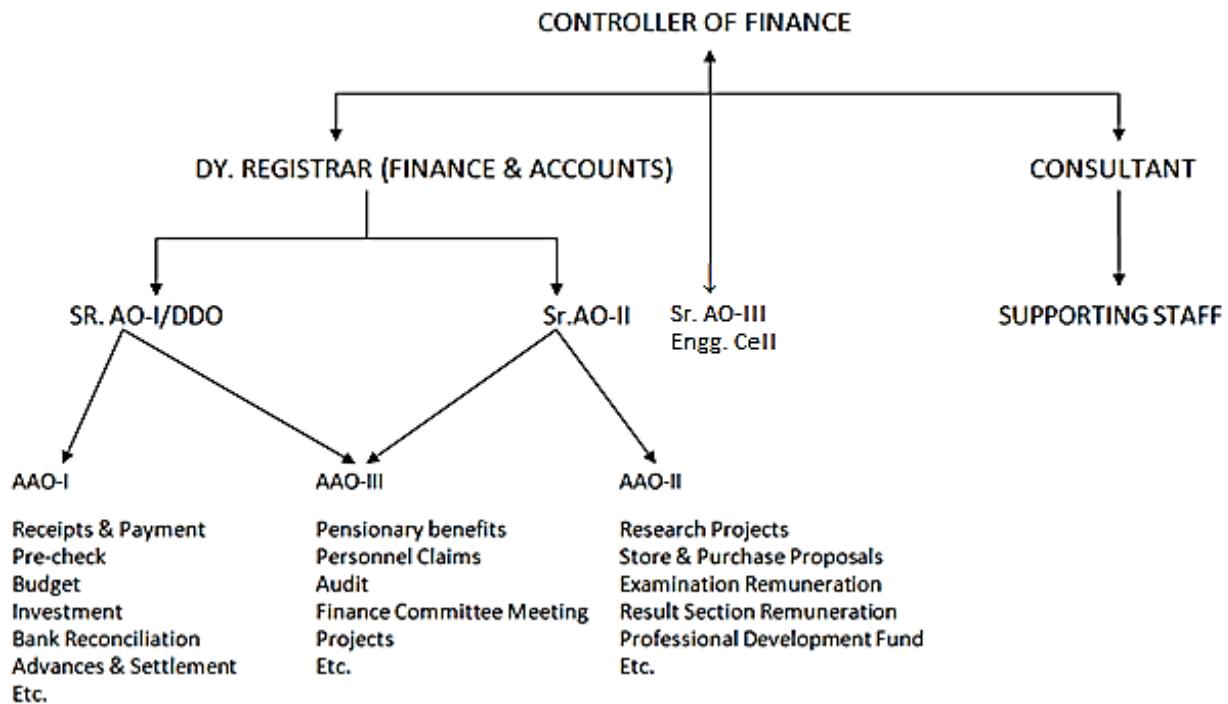
Objectives & Goals:

The Objectives and goals of Finance & Accounts wing in accordance with relevant provision of Rules and regulations, applicable in the University, may be grouped as under:

- Effectively Communicating,
- Managing money wisely and staying informed about available opportunities
- Strategic Budgeting,
- Fund Flow Management (Receipts and Payments),
- Tax Planning ,
- Accurate Record Keeping.

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Organisation Chart



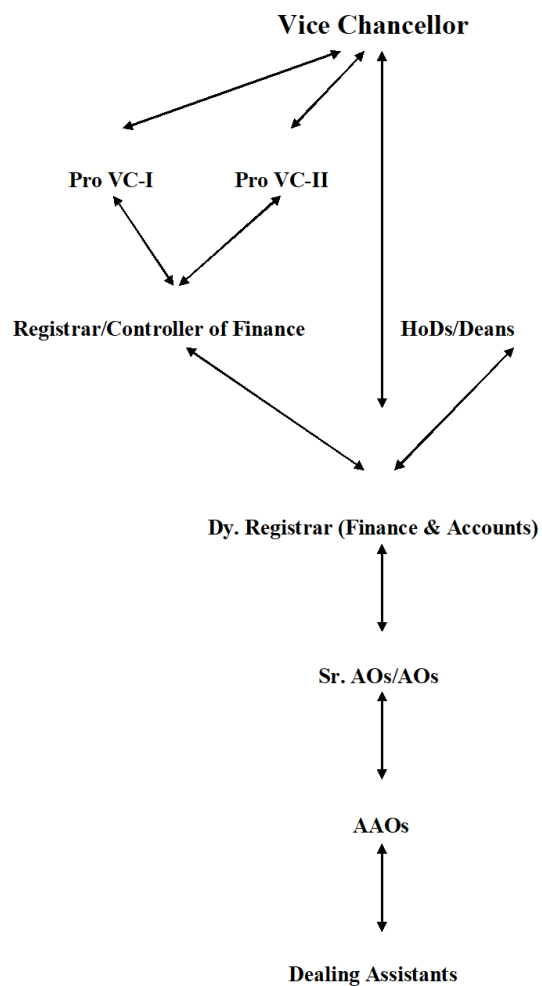
SIZE OF FINANCE & ACCOUNTS DEPARTMENT, DTU

S.No.	Designation	No. of Posts
1	Controller of Finance	1
2	Dy. Registrar (Finance & Accounts)	1
3	Sr. Accounts Officer/Account Officer	3
4	Asstt. Accounts Officer	3
5	Cashier	1
6	Junior Office Assistant	6

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7	Multi Tasking Staff	4
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Flow Chart



4.2 Interested Parties

- 4.2.1 Govt. of NCT of Delhi
- 4.2.2 Funding Agencies
- 4.2.3 Administrator of DTU
- 4.2.4 Auditors

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- 4.2.5 Students of DTU
- 4.2.6 Employees of DTU
- 4.2.7 Vendors of DTU and
- 4.2.8 Service Providers of DTU
- 4.2.9 Society
- 4.2.10 Industry

5 Scope:

5.1 Scope of the Quality Management System

Examination of proposals in accordance with relevant Rules & Regulations applicable in the University and its onward submission to the Sanctioning/ Approving authorities with recommendations/advisory for taking appropriate decision on the proposals.

TIME – FRAME FOR DISPOSAL OF WORK

S.No.	Particulars	Maximum Time Frame* (in working days excluding the date of receipt)
1	Files/Proposals received for concurrence/comments/examination/approval	7 working days
2	Release of payment on receipt of Sanction Order	3 working days
3	All reimbursement personal claims	7 working days
4	Pay arrears	15 working days
5	Arrear Bills other than Pay arrears	10 working days
6	URGENT Bill relating to Electricity, Water charges and Telephone Bills	2 working days
7	Verification of proposal for refund of Security of Students	7 working days
8	Verification of refund of fee to the students.	7 working days
9	Emergent and Time bound Proposals/Bills	Same day

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* The time frame for disposal of work is subject to submission of proposal by the concerned department/branch duly completed in all respect.

5.2 Locations

1. Delhi Technological University, Bawana Road, ShahbadDaulatpur, Delhi-110042.
2. East Delhi Campus, Delhi Technological University, VivekVihar, Ph-II, Delhi-110095.

5.3 Exclusions

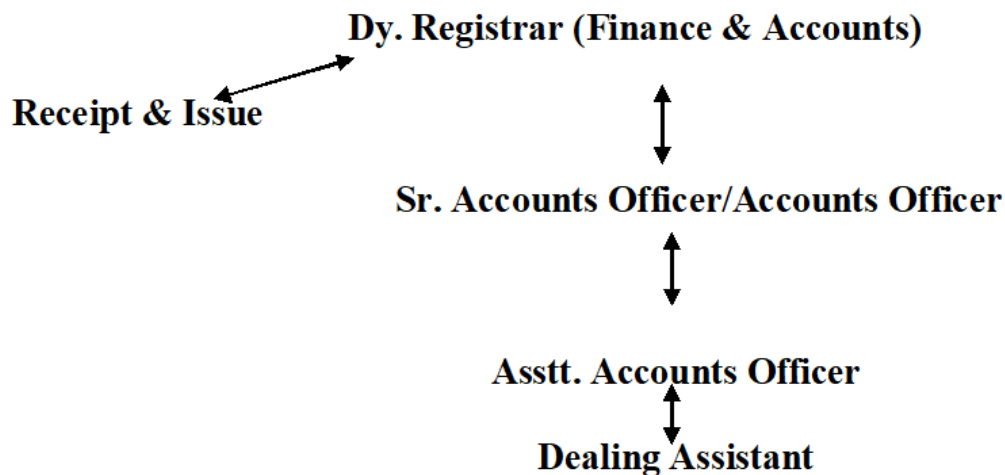
- Secrecy Work

6 Procedures

6.1 Process Management Methodology

All the files and communications are received at Receipt & Issue (R&I) counter of Finance & Department from various department/ branches shall be marked by the Dy. Registrar (F&A) to the concerned dealing assistant through Sr. Accounts Officer/Accounts Officer and Assistant Accounts Officer as per the allocation of work assigned to them and after their examination/disposal by concerned dealing Assistant, Asstt. Accounts Officer, Sr. Accounts Officer/Accounts Officer and Dy. Registrar (Finance & Accounts) submitted for approval of Competent Authority through the Registrar/ Controller of Finance in the following manner.

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6.2 Top Level Processes

- 6.2.1 Preparation of Budget
- 6.2.2 Vetting of proposals regarding procurement of Goods and Services by the various departments of the University.
- 6.2.3 Examination of proposals regarding personal claims of employees of DTU submitted from different departments of DTU like TA/LTC, reimbursement of medical expenses & Children Education Allowance etc.
- 6.2.4 Disbursement of Salaries and allowance and payments to Vendors/ Service providers.
- 6.2.5 Revenue Receipt including Student fees, License fee & other receipts etc.
- 6.2.6 Maintenance of accounts and preparation of Annual Financial Statements and Utilization Certificates.
- 6.2.7 Investment of Funds.
- 6.2.8 Conduct of Finance Committee meetings.
- 6.2.9 Conduct of Audit
- 6.2.10 Maintenance of Records.
- 6.2.11 Preparations of periodical reports and their disseminations.

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7 Complete Department Procedures

7.1 Preparation of Budget.

- Proposals for Budget Estimates and Revised Estimates are prepared on the basis of proposed anticipated expenditure intimated by the departments of DTU and submitted to the Finance Department, Govt. NCT of Delhi in the prescribed format in the month of September- October routed through Dte. of Training and Technical Education Department being administrative department of DTU.
- Proposal for release of Grants from Finance Department, GNCT, Delhi submitted through administrative department i.e. DTTE.
- On the basis of approved Grant and projected UGF funds are allocated under various heads of expenditure of DTU with the approval of Hon'ble V.C.cum Chairman, Finance Committee, DTU
- Based on the Financial Statement prepared by Internal Auditor/Chartered Accountant, Utilization Certificate is prepared and submitted before Finance Committee/ Finance Department, Govt. of NCT of Delhi.

7.2 Vetting of proposals regarding procurement of Goods and Services by the various departments of the University.

- Recommendations of HOD/Proposer Br. for Administrative Approval (A/A) of the VC,DTU OR any other authority(duly delegated with such powers) for an Estimated Cost of the item/service.
- A/A of competent authority.
- Adoption of purchase procedure as per GFR-2017 and DTU norms, if any as applicable. Brief guidelines for procurement with checklist attached.
- Departmental Purchase Committee's (DPC) report/recommendation put up to the competent authority for approval of technical evaluation and opening of financial bids.

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- 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.
- Award letter issued by purchasing department/proposer branch.
- Receipt of purchased item/service. Installation & technical satisfactory report from the user branch.
- Store/stock entry on the bills.
- Recommended proposal from S&P/GA/proposer branch for release of payment seeking expenditure sanction for payable amount.
- Other necessary check with reference to the NIT conditions, before seeking approval for expenditure sanction.
- Expenditure sanction of competent authority duly conveyed under proper debit head of expenses.

Time line: Within 7 working days

Checklist at page no. 18

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7.3 Examination of proposals regarding personal claims of employees of DTU submitted from different departments of DTU.

- a. Leave Travel Concession (LTC);
- b. Travelling Allowance (TA);
- c. Reimbursement of medical expenses and
- d. Children Education Allowance (CEA) etc.
- Receipt of Proposal directly from employee or through Establishment branch.
- Vetting the proposal as per relevant rules on the subject.
- Recommended to Competent Authority for approval.
- Issue of Sanctions by the Establishment or Accounts Branch as the case may be.
- Preparation of bills and vouchers along with entries made in relevant register.
- Releasing of payments through RTGS/NEFT/ECS.

Time Line: Within 7 working days

Checklist at page 19 & 20

7.4 Disbursement of payments.

7.4.1 Payment of Salary and Allowance of the employees.

- Preparation of bills at the level of Dealing Assistant.
- Checking of bills at the level of AAOs.
- Passing of bills at the level of DDO.
- Issue of cheque duly signed by Authorized Signatory.
- Issue advice to the bank for payment through ECS.

Time line: Last working day of every month except in the month of march which will be paid on 1st working day of April.

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I. Payment of Contingency bills, Personal Claims, Scholarship etc.

- Receipts of sanction order from the concerned branch.
- Verification of sanction order.
- Preparation of bills at the level of Dealing Assistant.
- Checking of bills at the level of AAOs.
- Passing of bills at the level of DDOs.
- Issue of cheque duly signed by Authorized Signatory.
- Issue advice to the bank for payment through ECS/RTGS/NEFT.

Time line: Within 3 working days from the receipt of Sanction order.

II. Clearance of Statutory liabilities of DTU.

- Deduction towards Statutory liabilities such as Income Tax, Goods and Service Tax, General Provident Fund (GPF), New Pension Scheme (NPS)/CPF, Delhi Govt. Employee Health Scheme (DGEHS), Group Insurance, License fee towards Govt. accommodation, LabourCess, and Group Insurance policy premium through LIC etc.
- Schedules are prepared for deductions.
- Sanction order are issued for preparation of cheques.
- Deposit the cheque with concerned authorities.

Time line: Within stipulated time period as the case may be.

7.5 Revenue Receipt.

I. Collection of fee from Students

- Notification issued by the Academic Branch.
- Receipt of Student data from the Academic Branch.
- Uploading the Student data in the SBI Collect portal.
- Remittance of fees by the students through SBI Collect in DTU account.

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- Fees collected through other modes such as DD/RTGS/NEFT etc. is also accepted with the approval of Competent Authority from those Students who are not able to remit their fee through online portal.
- Reconciliation of student fees details from the SBI portal.
- The collected data of the students who have remitted the fees sent to academic branch for further action towards defaulters.

II. Misc. receipts i.e. License fee, rent etc.

- Revenue Receipts collected in the form of online transfer or Cash/ DD/ Cheque from the vendors against TR-5 by cashier.
- Amount collected on a particular day is subsequently deposited in to concerned DTU account.
- The accounts are reconciled.

7.6 Maintenance of accounts.

- Daily Vouchers are prepared against the bills through Tally.
- Cash book is prepared on daily basis through Tally.
- Pay bill Register, Cheque Issue register, Advance Register, Bill register etc. are maintained on daily basis.
- Subsequently ledger accounts are prepared with the help of cash book.
- Monthly expenditure statement are prepared and sent to DTTE after obtaining approval of Hon'ble V.C., DTU.
- At the end of financial year accounts are get audited through internal auditor and final accounts i.e. Receipts and Payments accounts, Income & Expenditure accounts and Balance Sheet are prepared along with Utilization Certificate.
- Accounts are audited by the Dte. of Audit, Govt. of NCT of Delhi and CAG.

7.7 Investment of Funds

- Assessment of availability of funds for investment.
- Approval of the Competent Authority for investment.

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- Fixing the meeting of Fund Investment Committee.
- Calling the rates of interest from Nationalized Banks through email/Fax.
- Preparation of Comparative Statement on the basis of quotation received.
- Conducting the meeting of Fund Investment Committee.
- Issue of minutes of Fund Investment Committee.
- Issue of letter to the Bank approved by the FIC for making FDRs.
- Receipt of FDRs from the issuing banks and recorded in the FDRs register.

7.8 Conduct of Finance Committee (FC) meetings.

- Financial Statement of accounts of DTU audited/un-audited are submitted to Finance Committee for its ratification.
- Proposals involving financial implications are submitted to the FC as agenda for approval with the approval of Hon'ble V.C. cum Chairman Finance Committee, DTU.
- Issue of minutes of FC for conveying decisions taken in the FC meeting.

7.9 Conduct of Audit

- Accounts of the University are get audited through Chartered Accountant on annual basis.
- Comptroller and Auditor General (CAG) & Dte. of Audit, Govt. NCT of Delhi conduct the audit as per the provision of DTU Act.
- Accounts Department Co-ordinate with Auditors for smooth functioning of Audit.
- Audit memos and half margin para issued by the Auditors forwarded to concerned Department/ branch for further comments and reply.
- Comments and reply of Audit para received from Department/ Branch communicated to Auditors for settlements.
- Receipts of Audit reports from Auditors.
- Audit Paras framed by the Auditors are forwarded to the concerned branch for necessary action and suitable replies.

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- Further, after analyzing the said replies a consolidated reply to the Audit paras are forwarded to the Audit Department with the approval of Competent Authority for settlement of audit paras.

7.10 Maintenance of Records

- All Records of Accounts Department are kept under safe custody.
- Records are maintained on Financial year basis with proper indexing.
- Records are maintained in hard copy and wherever possible soft copy is also kept for reference.
- Weeding out of the records are done as per relevant provision on the subject.

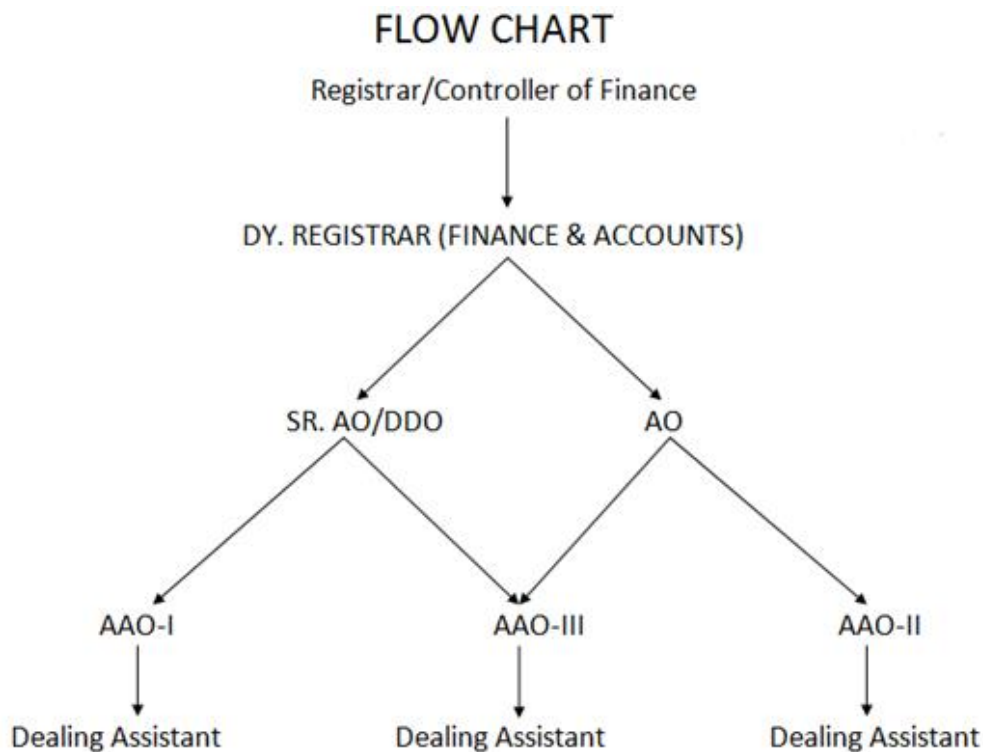
7.11 Preparations of Reports

- Reports are generated as per the requirement of the University and Statutory authorities.
- Online reports are also submitted as per the requirement of the University and other statutory authorities.

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8 Overview

8.1 Process Sequence



NOTE: Proposals received from Higher Authorities in the above manner are returned through same channel after vetting/scrutiny.

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9 Related document

- Orders/OM issued by Govt. of India & Govt. of NCT of Delhi from time to time.
- General Financial Rules, 2017
- CCS Pay Rules
- CCS LTC Rules
- CCS Travelling Allowance Rules
- CS Medical Attendants Rules

10 Related Forms

List of useful forms attached herewith.

S.No.	Particulars
1	Travelling Allowance Bill for Local Journey / TA
2	Drawl of LTC Advance
3	LTC Bill/ Adjustment of LTC advance
4	Reimbursement of medical expenses
5	Children Education Allowance

11 References

Book: Approved Rules books published by Muthuswami&Brinda Publication.

Office Memorandum /Order issued by Govt. of India/Govt. of NCT of Delhi.

12 Attachments

Forms available at <https://dtu.ac.in>

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Guidelines for procurement of Goods and Services

Government e Market Place (GEM)

The Procurement of Goods and Services by the University 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 Government 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 Government 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

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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

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 competent authority 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

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

In case the University procures goods from suppliers under rate contract appointed by following due process of tendering, 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

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in line with those specified in the Rate Contract. The Department shall make its own arrangement for inspection and testing of such goods where ever required.

Purchase of goods by obtaining bids Rule 158 GFR.

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

- Advertised Tender Enquiry
- Limited Tender Enquiry
- Two-Stage Bidding
- Single Tender Enquiry
- Electronic Reverse Auctions

Single Tender Enquiry (Proprietary Items). Rule 166 GFR

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 standardization 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 Ministry/Department before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable.

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

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

.....

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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 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	Prior approval if required from Finance Department, GNCTD in respect of economic ban items and Department of IT, GNCTD for Computer Software and Hardware items as per the instructions/ guidelines issued from time to time.	
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	

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	satisfactory report from the user branch.	
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 reference to the NIT conditions, before seeking approval for expenditure sanction.	
13	Expenditure sanction of Competent Authority duly conveyed under proper debit head of expenses.	

Check list for Leave Travel Concession (LTC), Travelling Allowance (TA)

LTC Advance

S.No.	Documents to be submitted	Yes/NO
1	Application in Prescribed Form	
2	Copy of approval of the Competent Authority for LTC	
3	Fare Estimate of entitled class i.e. fare of Air India or Rail fare of entitled class	

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LTC Adjustment

S.No.	Documents to be submitted	Yes/NO
1	Application in Prescribed Form (GAR- 14C)	
2	Copy of approval of the Competent Authority for LTC	
3	Original tickets of Air/Rail/ Bus etc. along with Boarding Passes if journey performed by Air	
4	Air India fare on the day of booking of Air tickets if journey performed by private Airline	
5	Certificate of controlling officers/ HOO regarding entries made in the Service book of the Officer/Officials Concerned.	
6	Copy of Advance sanction order if LTC advance drawn	

Travelling Allowance (TA)

S.No.	Documents to be submitted	Yes/NO
1	Application in Prescribed Form (GAR-14A)	
2	Copy of approval of the Competent Authority for TA	
3	Original tickets of Air/Rail/ Bus etc. along with Boarding Passes if journey performed by Air	
4	Air India fare on the day of booking of Air tickets if journey performed by private Airline	
5	Toll receipts if journey performed by Road with prior approval of Competent Authority	
6	Supporting Vouchers in respect of payment forLodging and boarding etc.	
7	Advance Sanction order if TA advance drawn	

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Check list for Children Education Allowance (CEA)

Children Education Allowance

S.No.	Documents to be submitted	Yes/NO
1	Application in Prescribed Form	
2	Certificate regarding recognition of the school by the local/ State Government.	
3	Self-attested Original receipt or certificate from school regarding payment of Tuition fee	
4	Self-attested original vouchers in respect of payment made towards purchase of books, uniform, Shoes etc.	
5	Certificate from the employer of the spouse regarding non claim of the Children Education Allowance if applicable	

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1. Introduction:

The aim of General Administration Branch is to provide good facility to the stakeholders of the university. These facilities are issuance of health card to the university employee/students, reimbursement of various bills, sanitation and housekeeping services, security guard, hospitality of the university, providing of workmen from outsource agency, maintaining the records of retired employee of the university etc.

To appraise all concerned about the due procedures followed by General Administrative Branch, DTU. To established and implement a procedure for execution and monitoring the day to day works.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of the Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose:

3.1. Welcome

The General Administration Branch conducts various correspondences of the University related to Re-imburement of Telephone bills/Hospitalities/Internet Charges, Purchase of Mobile Phone & its monthly bills, Facilities provided to the Officers, News Paper/Magazine Charge, Brief case/Handbag/Ladies Bag/Carry Bag, Manpower Requirement through outsource agencies as well as reimbursement of their salary, Advertisement of Recruitment Post/Tender Notices/Admission Notices, Issue of DGEHS/Health Card and issue of NIT for e-tendering for DTU Main Canteen as well as various shops and KIOSK in DTU etc.

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3.2. Quality Policy

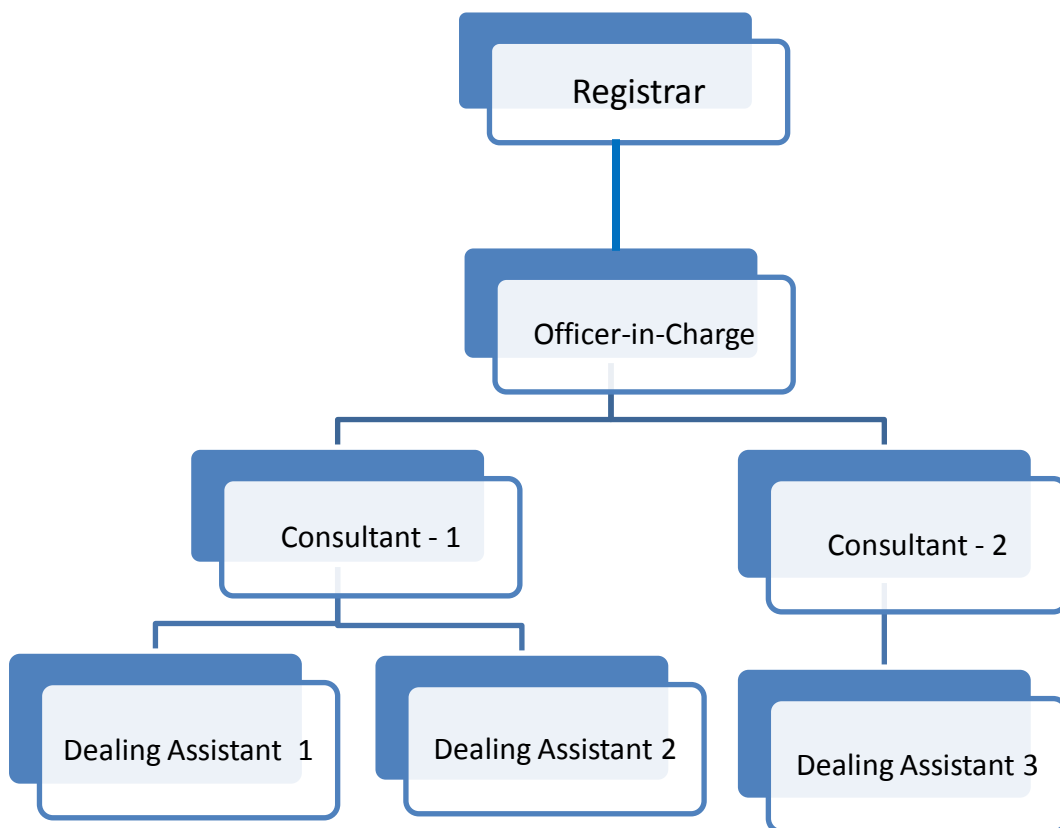
The General Administration Branch is committed for smooth function of the Branch correspondence, timely submission of documents to the Competent Authority for early reimbursement with utmost accuracy in accordance to the provision of the Act, Statutes, Ordinances and Rules & Regulations of the University. It is ensured that due Secrecy and Sanctity in each activity of the General Administration Branch.

4. Responsibilities:

4.1. Contest of the Organization

4.1.1. Organization Chart

Organization Chart of Examination Department



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4.1.2. Responsibilities and Authorization

Designation	Responsibilities	Authority
Officer-in-Charge (General Administration)	<p>1. The General Administration Branch is headed by OIC and he supervises all the activities of all the sections of the Branch.</p> <p>2. Co-ordinate all the activities related to administration of the university and/or any other administration deemed fit by the competent authority of the university.</p>	Issues Notices, Circulars, U.O. Notes, Memorandums, etc. related to Administration
Consultant 1	News Paper Advisement, Supervising of Housekeeping Services and Sweeping of Road & Lifting of Garbage, Court Cases, Health & Identity Card, etc	
Consultant 2	Payment of DGR Security Guard, maintain of Imprest Money, Employment/Deployment of workmen from outsourced agency, NIT for various shops, Milk Booth, Nescafe shop, Night Club (Kiosk), Main Canteen in DTU, Canteen at East Delhi Campus, reimbursement of payment to workmen deployed in DTU through outsourced agency etc	
Dealing Clerk 1	Work under supervision of Consultant 1. Correspondence with All type of Reimbursement cases of officer/faculty, Payment of MTNL, Mobile, news paper/magazine etc, DGEHS Cases (Card issue only), Cash less facility, Record maintain for movement of files, etc.	
Dealing Clerk 2	Work under supervision of Consultant 2. Correspondence with All type of reimbursement claims for outsource agency like M/s BECIL, M/s Shivalik Housekeeping Services, M/s Mahabir Brother's, M/s Sunil Yadav Canteen Correspondence, M/s Pacific Infosolution India Pvt Ltd (EPABX Staff), Payment of Gym Attendants, maintain of Record Room, RTI correspondence, Correspondence with various shops etc.	

4.1.3. Work Culture

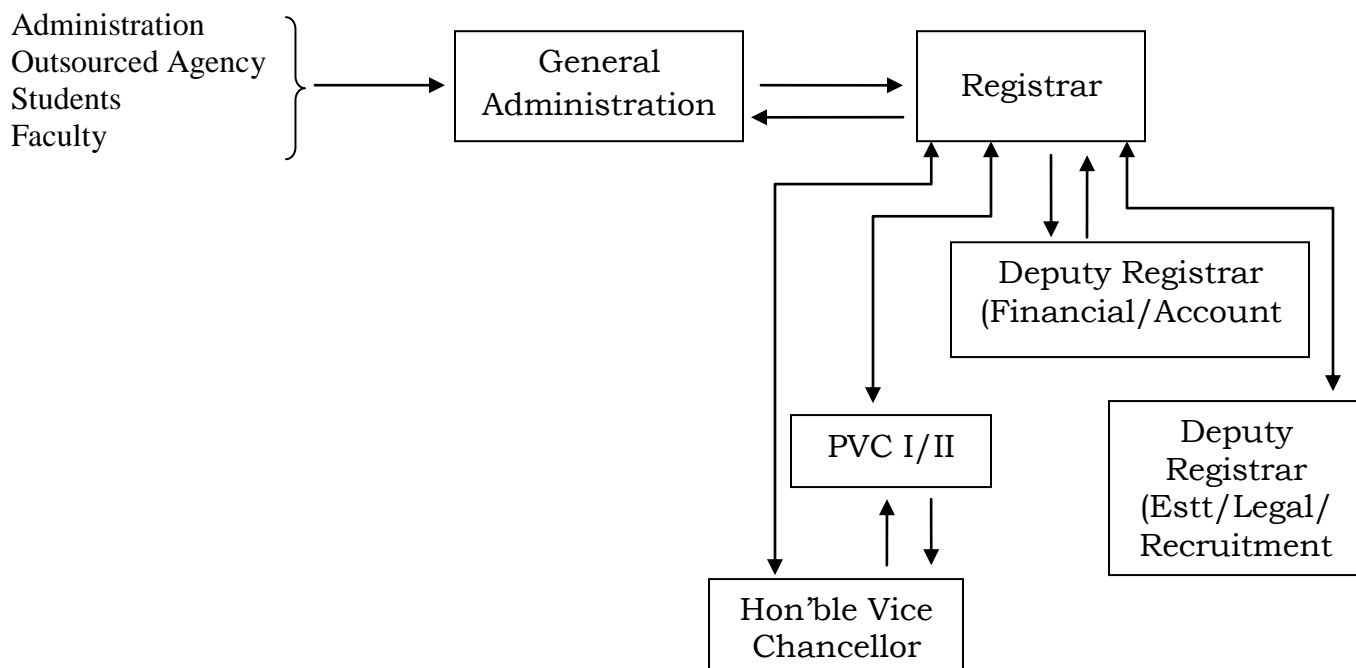
All the activities of the General Administration Branch are time bound. The officials posted in the Branch are committed to timely completion of various activities.

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4.1.4. Flow of Processes and Information

Input Departments

Output



4.1.5. Internal Issues

- Shortage of Work-force
- Shortage of Computers and its peripherals
- Shortage of Space.
- Shortage of Clerical Staff

4.1.6. External Issues

- Receiving various requirements from departments
- Receiving of various complains of students/faculty regarding housekeeping/Canteen/Night Coffee and various KIOSK.
- Receiving of administrative requirements from various Departments/Branches

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4.1.7. Risks

- Data Confidentiality and Security
- Computer Malfunctioning

4.1.8. Opportunities

General Administration Branch contributes to maintain the quality and standards of the services provided by the university by ensuring timely completion of various pre-post works through prescribed rules and regulation, dedicated staff and support from all departments.

4.2 Interested Parties

- 4.2.1. Students
- 4.2.2. Faculty
- 4.2.3. Govt. of NCT of Delhi and its ministries/departments
- 4.2.4. Employers.
- 4.2.5. Vendors of DTU

5. Scope:

5.1. Scope of the Quality Management System

This procedure is applicable to all the departments of the University offering various programmes.

5.2. Location

- 5.2.1. Delhi Technological University, Shahbad Daultpur, Bawana Road, Delhi – 110042
- 5.2.2. East Delhi Campus, Vivek Vihar, Phase-2, Jhilmil Colony, Delhi – 110095

5.3. Exclusions

None

6. Procedures:

6.1. Process Management Methodology

Refer processes and information flow chart mentioned at 4.1.4.

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6.2. Top Level Processes

- 6.2.1. Maintenance of Record (Service Books & Pension File – Ex faculty).
- 6.2.2. Bill claims and payment processing.
- 6.2.3. Prepare of Identity Card for DTU faculties
- 6.2.4. Prepare of DGEHS Card for Service and Retired faculties.
- 6.2.5 Advertisement of recruitment post/ tender notices/ admission notices etc.
- 6.2.6 Manpower Requirement through outsource agency.
- 6.2.7 Engagement of part-time Doctors at University Health Centre.
- 6.2.8 Re-imbursement & payment to outsourced Agencies.

7. Complete Department Procedures

7.1. Maintaining a record (service Books & Pension File- Ex Faculty)

- 7.1.1 General Administration Branch is fully responsible for maintaining records of service Books and Pension File for Ex- faculty which was submitted by Estt branch of DTU after retirement of Faculty. After receiving of the above documents, GA Branch shall enter the same in list of document.
- 7.1.2 **Check List** – None
- 7.1.3 **Time line**- within 7 days

7.2. Bill Claims and Payment Processing

7.2.1. Summary

All bills and payments to related to various activities of the University – namely New Paper, Salary of outsourced workmen, Hospitalities, Advertisement, Internet/Mobile/MTNL, Cash less Mediclaim, Students Mediclaim Card etc are processed as per rules and approved the competent authority of the university.

7.2.2 Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.2.3 Procedure

- Requesting office will submit their monthly bills to General Administrative Branch
- Dealing Assistant process the request within the stipulated period.

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- Consultant submits the bills for approval by the Competent Authority through OIC (GA).
- After approval of the Competent Authority, sanction order will be issued by the OIC (GA) to the payment authority for payment to the requesting staff.

7.3 Preparation of Identity Card, Name Plate & Rubber Stamp preparation and etc: -

7.3.1 The following steps are followed for prepare of Identity Card: -

- All Faculty and Contractual staff of DTU are authorized to Identity Card and the same is monitored in General Administration Branch.
- All Faculty and Contractual staff of DTU will obtain performa for prepare of their Identity Card from General Administration Branch.
- After submission of application, the dealing clerk will obtain Administrative Approval from the Competent Authority for pre-approval for prepare of Identity Card.
- After pre-approval, General Administration Branch submit demand to the vendor for preparing of Identity Card.
- After receipt of Identity Card and Bills, the dealing clerk will prepare noting for approval of the Competent Authority for final payment.
- On approval of the Competent Authority, sanction order be issued to Account Branch for payment to the vendor.

B. The following steps are followed for prepare of Name Plate and Rubber Stamp: -

- The users will submit their demand/requirement alongwith specifications.
- After receipt of requirement, pre-approval will be obtained from the Competent Authority for preparation of the demand to the selected vendor.
- After receipt of bills, the dealing clerk to be prepared Expenditure Sanction for approval of the Competent Authority for making payment to the vendor.

7.3.2 Check List – None

7.3.3 Time line- within 20days

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7.4. Issue of DGEHS/Health Card.

7.4.1. For the regular employee who are in service:

- **Step 1.** An employee who is working in regular services have to give a written request to the general admin alongwith prescribed fee (Rs 10/-).
- **Step 2.** The employee family/dependent details will be verified from the establishment branch through general admin.
- **Step 3.** The verification of subscription fee of DGEHS will be verified from account branch through general admin.
- **Step 4.** After the verification from establishment branch as in above two steps (Step 2 & 3) matter will put up to the Competent Authority for approval.
- **Step 5.** After getting the approval health card will be issued to the concern employee.

B. *Steps for applying for health cards by retired employees are as follows:*

- **Step 1.** Retired employee need to make a request in general admin department for the life time facility for health card.
- **Step 2.** The lifetime subscription fee details will be asked from account branch through general admin.
- 7.4.2.3. **Step 3.** After getting the lifetime subscription fee details the retired employee will be informed to deposit the lifetime subscription amount to accounts branch and a copy or a proof of subscription fee will be submitted to the general admin.
- 7.4.2.4. **Step 4.** The family details will be verified from establishment branch through general admin.
- 7.4.2.5. **Step 5.** After the verification card will be issued to the concern employee.

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7.5. Advertisement of Recruitment Post/Tender Notices/Admission Notices etc

- **Step 1.** A department/branch/section seeking for advertisement will give the written request alongwith content of the advertisement has to be sent through email ga@dtu.ac.in . A request letter shall have content of the advertisement, name of the news papers as per the notice DTU/Reg./Notification/2016-17/1123 dated 22-06-2017. While designing the content it must be precise and detailed content of the advertisement may be uploaded on university website www.dtu.ac.in .
- **Step 2.** OIC (General Administrative) will examine the request and content of the advertisement will be forwarded to the advertising agency for making draft/published version in the news papers and also asking for the estimated cost.
- **Step 3.** Draft version will be forwarded to the concern person seeking for the advertisement for final overview and if any correction is required same may be replied to the mail.
- **Step 4.** OIC (General Administrative) will put up the matter to the Competent Authority for the approval.
- **Step 5.** After getting the approval OIC (General Administrative) will make request to advertising agency for final publishing to the news paper.

7.6 Manpower Requirement through outsource agency.

- To fulfill the requirement of outsource employees/workmen at various department/branches/sections of the university, all the HoDs/Branch-in-Charges has to give their requirement in the following format to the “Registrar, DTU”: -

S No	Category of workman required	Qualification for the post	Total Sanctioned Post	Present Deployment		
				Regular	Contractual from DTU	Outsources
(a)	(b)	(c)	(d)	(e)	(f)	(g)

Note: *If number of workmen/outsource employees are already deployed more than sanctioned post; then the additional requirement will not be entertained.*

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- Dy Registrar (Estt) will check the vacant positions in the department/sections/ branches against the sanction post. If any deficit of workmen/employee is found then he/she will put the matter to the committee constituted for the purpose through “**Registrar, DTU**”
- Committee will examine the requirement and give the recommendation. Based on recommendation, matter will put up for the approval of Hon’ble Vice Chancellor.
- After approval of Hon’ble Vice Chancellor, requirement will be sent to OIC (General Administration) for further action.
- OIC (General Administrative) will send a request letter to the outsource agency to provide for candidates against each requirements.
- Committee will interact with the candidates and recommend the names of suitable candidate based on the requirements (skill set etc).
- OIC (General Administrative) will inform to agency for their deployment. After actual deployments at various departments/sections, a copy will be forwarded to DR (Estt) to update the deficit positions.

7.6.2 Check List -None

7.6.2 Time Line -Within 01 Month.

7.7. Engagement of Part Time Doctors at University Health Centre

7.7.1. Procedure

OIC, Health Centre is submitting the requirements of Doctors for University Health Centre duly approved from the Competent Authority. Thereafter, an advertisement will be published in National News Paper for submission of application for engagement of suitable Doctors. A committee will be organized for selection of suitable doctors for engagement at University Health Centre. At present the following categories Doctors were engagement in University Health Centre: -

S.No.	Specialist	Days in a Week	Hours per day
A. <u>University Health Centre (Main Campus)</u>			
➤	Psychiatrist	Tuesday & Thursday	1 PM to 4 PM
➤	Gynecologist	Tuesday & Thursday	1 PM to 4 PM

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➤	Eye Specialist	Monday, Wednesday and Friday	1 PM to 3 PM
➤	Orthopedician	Monday, Wednesday and Friday	1 PM to 3 PM
➤	Dentist	Monday, Wednesday and Friday	1 PM to 3 PM
➤	General Physician	Monday to Saturday	9 AM to 12 Noon
➤	General Physician	Monday to Saturday	1 PM to 5 PM
➤	Sports Medicine-cum-Physiotherapist (MPT)	Monday to Saturday	1 PM to 4 PM
➤	Psychologist	Monday, Tuesday and Friday	10 AM to 12 Noon
B. <u>Health Center, East Delhi Campus</u>			
➤	General Physician	Monday, Wednesday and Thursday	10 AM to 12 Noon
➤	-do-	Tuesday and Friday	10 PM to 1 PM
➤	Psychologist	Monday, Wednesday and Friday	1 PM to 3 PM

7.8. Reimbursement and payment of bills for outsourced Agencies

7.8.1 Procedure

A. re-imburement: -

- All bills submitted by the applicants duly verified and the same forwarded to General Administration Branch as per Office Order.
- Dealing Clerk will check all the bills and entered in the re-imburement register and prepare noting sheet for Administrative Approval and Expenditure Sanction for the Competent Authority.
- After approval of the Competent Authority, sanction order be issued to Account Branch for payment to the applicant.

B. The following steps are followed for processing of bills for outsources agencies: -

- The outsource agencies will submit their monthly bills as per Bio-matrix attendance of the workmen.

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- After received of bills, the dealing clerk will check all the bills as per requirement and enter in the re-imburement register and prepare noting sheet for Administrative Approval and Expenditure Sanction for the Competent Authority.
- After approval of the Competent Authority, sanction order be issued to Account Branch for payment to the outsource agencies.

7.8.2 Check List –

The dealing clerk shall responsible for checking documents which is submitted by the concerned applicants and outsourced agencies as per the above guidelines. After that, the same shall be processed on noting for approval of the competent authority for payment to the concerned applicants and outsourced agencies.

7.8.3Time line- within 1 month

8. Overview

8.1 Process Sequence

Refer Flow of Processes and Information flowchart at 4.1.4

9. Related Documents

9.1. As a Re-imburement of Telephone bills/News Paper & Magazine/ Hospitalities/Purchase of Mobile Phone & its monthly bills/Internet Charges etc: -

According to the procedure of the University, Competent Authority has authorized the above expenditure for re-imburement by the Officers of the University as per the following monetary ceiling and the lists of official are as under: -

S.No.	Designation	Purchase of mobile phone	Reimbursement of monthly mobile phone/internet/residential phone	Reimbursement of Hospitality bills	Newspaper/magazine	Briefcase/hand bag/ladies Bag/carry bag
1.	Hon'ble VC	Yes	Yes	Yes	Yes	Yes
2.	Pro VC	Yes	Yes	Yes	Yes	Yes

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3.	Registrar/HOD/DEAN/CO F/COE/Chief Warden/OSD B.Tech (Evening)/Eq. Officers	Yes	Yes	Yes	Yes	Yes
4.	Dy.Registrar, Hostel Warden/Chief Hostel office/Jt.Registrar/Net Work Manager/Executive Engineer/OSD(EXAM)/Results & Eq.officers.	Yes	Yes	Yes	Yes	Yes
5.	Librarian	Yes	Yes	Yes	Yes	Yes
6.	Assistant Registrar/ Consultant Statistical & Planning	Yes	Yes	Yes	Yes	Yes
7.	Staff officer to VC/Account officer/Statistical officer/AAO	Yes	Yes	NIL	Yes	Yes
8.	Project officer/transport officer/security officer/Estate officer/.	NIL	NIL	NIL	Yes	NIL
9.	Associate Dean (UG)/Associate Dean(DSW)	NIL	Yes	Yes	Yes	NIL
10.	Consultant Finance & Planning	NIL	Yes	NIL	Yes	NIL
11.	NET WORK MANAGER	Yes	Yes	Yes	Yes	Yes
12.	OSD(Estate)	Yes	Yes	Yes	Yes	Yes
13.	OSD EXAM/RESULTS	Yes	Yes	Yes	Yes	Yes
14.	DIRECTOR, IQAC	Yes	Yes	Nil	Yes	Nil
15.	Consultant (F/P)	Yes	Yes	Yes	Yes	Nil
16.	ASSOCIATE HOD & ASSOCIATE DIRECTOR IQAC	Yes	Yes	Nil	Nil	Nil
17.	SECTION OFFICER	Nil	Yes	Nil	Yes	Yes
18.	DRIVERS	Nil	Yes	Nil	Nil	Nil

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10. 10. Related Forms

- 10.1. Performa for DGEHS Card.
- 10.2. Performa for DTU Identity Card
- 10.3. Performa for claim bill of Hospitalities, Internet/mobile/MTNL bills, Magazine/News paper bills etc.
- 10.4. Performa for manpower requirement

11. References

- 11.1 GFR
- 11.2 Various Directives of DTTE of govt of NCT of Delhi.

12. Attachments

- 12.1. Performa for DGEHS Card.
- 12.2. Performa for DTU Identity Card
- 12.3. Performa for claim bill of Hospitalities, Internet/mobile/MTNL bills, Magazine/Newspaper bills etc.
- 12.4. Performa for manpower requirement

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Abbreviations:

- DTU : Delhi Technological University
- CPWD: Central Public Work Department
- GFR : General Financial Rules
- GNCTD : Government of National Capital Territory of Delhi.
- HOD : Head of Department
- NIQ : Notice Inviting Quotations
- NIT : Notice Inviting Tender
- FC : Finance Committee
- A/A : Administrative Approval
- NGO : Non Government Organization

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1. Introduction:

The Engineering Cell is one of the main branch of University and is responsible for execution and monitoring of Projects and Maintenance Work at DTU Campus. The entire execution of work is governed by various provisions of the CPWD Works Manual, GFR, GNCTD and DTU Guidelines issued time to time.

This document contains the detailed structure and procedures related to the various activities of the Engineering Cell.

[Engineering Cell]

Revision: Ver 1.0

Date: 10-04-2018

Doc Number:

Conforms to ISO-9001:2015

2. Amendments:

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

- [Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose:

3.1 Welcome

The Engineering Cell, DTU is dealing with the work related issues as per the rules and regulations of CPWD Work Manual, GFR, GNCTD and DTU Guidelines issued time to time.

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3.1.1 Execution of minor Civil and Electrical Construction works in Office, Hostel, Residence and Academic Buildings.

- Requisition regarding execution of work is initiated by the concerned head of department/ Branch Head.
- Approval of Vice Chancellor is solicited.
- NIQ/NIT is invited as per the amount involved in the execution of work under vide publicity.
- Work is awarded on the lowest rate quoted basis.
- Work is executed strictly under the provisions of CPWD Works Manual.

3.1.2 Maintenance or essential service (Civil & Electrical).

- Requisition regarding maintenance work is initiated by residents of DTU accommodation and concerned head of department/ Branch Head.
- Requisition of work is properly registered in enquiry office DTU.
- Maintenance of work is strictly carried put as per provisions of CPWD Works Manual.
- Maintenance works are executed under the supervision of concerned JEs.

3.1.3 Monitoring of major construction work to be carried out by PWD, Delhi as Deposit Works.

- Requisition regarding execution of work is initiated by the concerned head of department/ Branch Head.
- Approval of Vice Chancellor is solicited.
- Financial approval of Competent Authority is obtained.
- Work assigned to PWD Delhi as Deposit Work to carry out execution as per provisions of CPWD Works Manual.

3.1.4 Up-keeping of DTU Auditorium, Senate Hall, Exposition Hall, Smart Class Rooms, SPS Class Rooms, Convocation Hall and other facilities to DTU Faculty/Staff Members/Students. reputed NGOs/Organizations.

- Requisition regarding execution of work is initiated by the concerned head of department/ Branch Head.
- Approval of Vice Chancellor is solicited.
- NIQ/NIT is invited as per the amount involved in the execution of work under vide publicity.
- Work is awarded on the basis of lowest rate quoted by the agency basis.
- Work is executed strictly under the provisions of CPWD Works Manual/BIS Codes.

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3.1.5 Allotment of DTU Auditorium to DTU Faculty/Staff Members/Students/Reputed NGOs/Organizations.

- Requisition regarding booking of Auditorium is received from the concerned head of department/ Branch Head/Reputed NGOs/Organizations.
- Allotment of Auditorium and other venues is finalized after approval of Competent Authority.

3.2 Quality Policy

The Engineering Cell is committed for execution of work strictly as per specifications laid down in general conditions of the contract and CPWD specifications. Emphasis remains to execute the quality work with minimum cost.

4. Responsibilities:

4.1 Context of the Organization

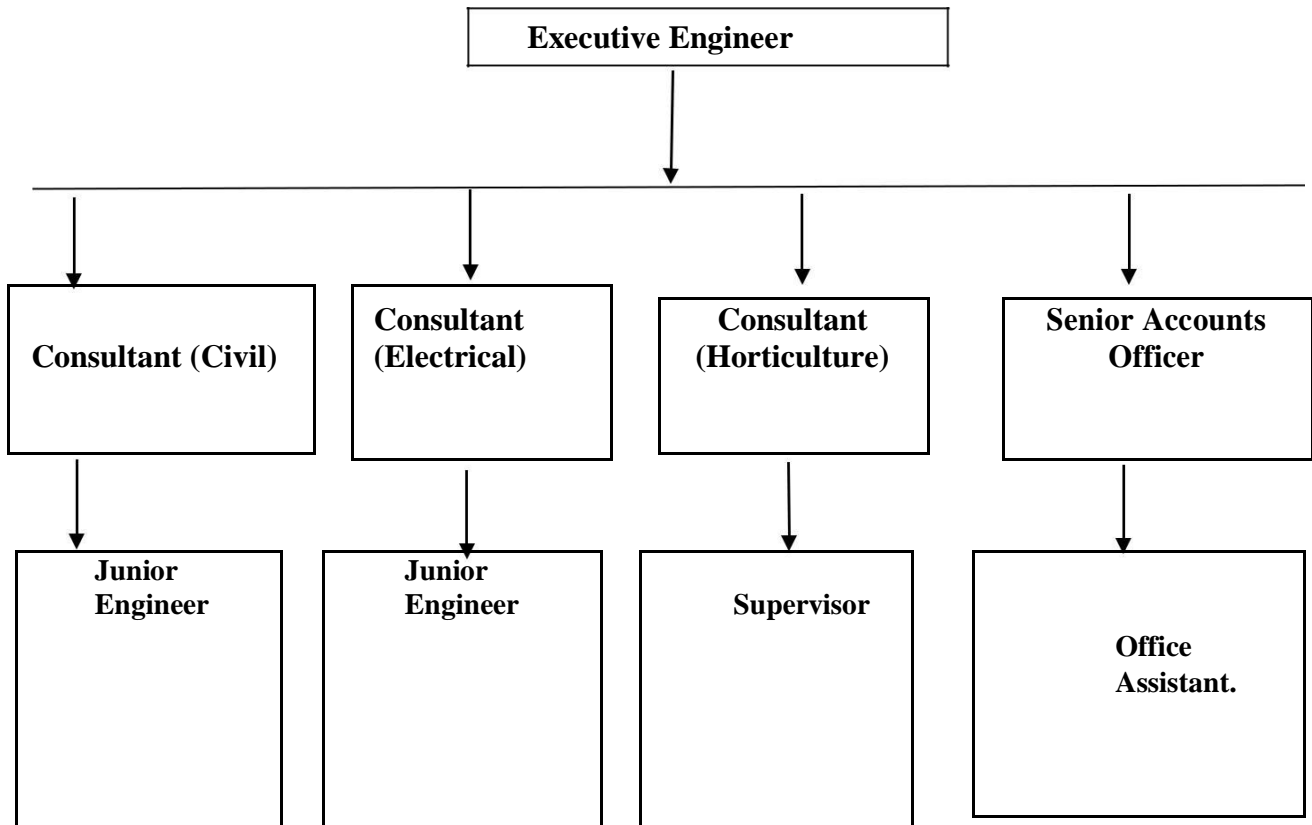
4.1.1. Objective and goals.

- Execution of major and minor civil and electrical works.
- Execution of maintenance and essential services.

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4.1.2 Organization Chart

Organisation Chart of Engineering Cell



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4.1.3 Responsibilities and Authorization

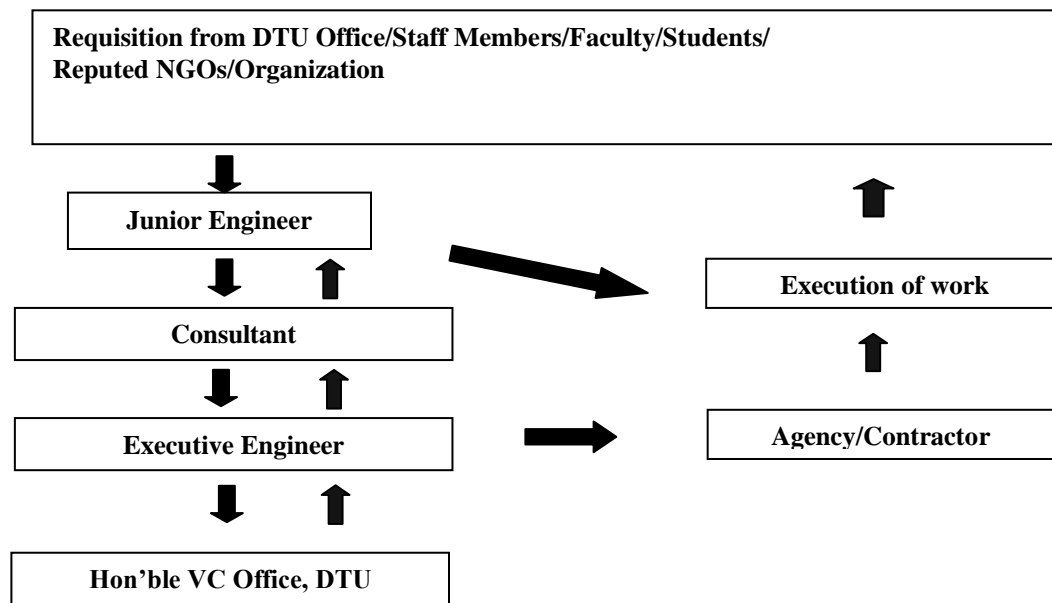
Designation	Responsibilities	Authorisation
Executive Engineer	<p>1. Examine the case in view of technical and financial aspects and finally recommend the works proposal for approval of Competent Authority on merit basis. After obtaining approval of the Competent Authority necessary action is being taken for execution of work. After execution of work the site is being inspected and completion of work recorded and bill submitted by the agency processed for making payment.</p> <p>2. On request/requisition from Organizations/DTU Staff Members/ Faculty/ Students /Reputed NGOs/ Organization, request is considered by the Head of Office and Auditorium, Convocation Hall, Senate Hall etc. and Other facilities is allotted accordingly. Result of allotment of auditorium is properly displayed on the DTU website.</p> <p>3. Horticulture Work is initiated on written request from HoD/ Deans/Branch Head/ Hostel In-charge. AA of Competent Authority is obtained accordingly. Work is executed as per the provisions of GFR 2017/CPWD Works Manual/DTU Guidelines /GNCTD orders.</p>	<p>1. To issue Notice Inviting Tender and Notice inviting quotation initiating the execution of work with prior approval of Competent Authority.</p> <p>2. To issue award letters of works and execution with prior approval of Competent Authority.</p> <p>3. To issue allotment letter regarding booking of Auditorium, Convocation Hall, Senate Hall etc. and Other facilities</p> <p>4. To issue T&P, materials and general items required for day to day maintenance works, regulated by enquiry office, in DTU.</p>
Senior Accounts Officer	To submit financial advise as per CPWD Work Manual/GFR/GNCTD Order.	
Consultant	To scrutinize the work execution proposals of Junior Engineers as per provisions of CPWD Works Manual/GFR/GNCTD Orders.	
Junior Engineer (Civil & Electrical)	To prepare the work execution, proposals including Preliminary Estimates & Detailed Estimates of requisitioned work, submission of NIT/Tender Documents/Bills etc. accordingly and to maintain the enquiry redressing the complaints/ grievances of DTU accommodation.	

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4.1.4 Work Culture

All the activities of the Engineering Cell are time bound in nature. The officials posted in the Engineering Cell are committed to timely completion of various works thereby maintaining timely delivery of service.

4.1.5 Flow of process and Information.



4.1.6 Internal Issues.

- Requisition of work received by Executive Engineer.
- Executive Engineer obtained approval of Competent Authority for execution of work.
- Work awarded by Executive Engineer.
- Execution of work monitored by Consultant and Junior Engineer.
- On completion of required formalities, payment to Agency is released after scrutiny by Senior Accounts Officer.

4.1.7 External Issues.

- Requisition of work is issued by Head of Department/Branch Incharges
- Executive Engineer obtained approval of Competent Authority for execution of work.
- Work awarded by Executive Engineer.
- Work completion certificate issued by concerned Head of Department/Branch Incharges.

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4.2 Interested Parties

- GNCTD.
- DTU Authorities.
- Faculty of DTU.
- Employees of DTU.
- Vendors of DTU and
- Reputed NGOs/Organization.

5. Scope:

5.1 Scope of the Quality Management System

Scope includes Finalization/Examination/Scrutiny of the proposals for execution of minor/major works & providing essential services in all DTU buildings including hostels as per the existing rules and policy framed/adopted by the University to improve the educational atmosphere of the University.

5.2 Locations

- Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042
- East Delhi Campus , Vivek Vihar, Phase -2, Jhilmil Colony, Delhi- 110095

5.3 Exclusions

Nil.

6. Procedures:

6.1 Process Management Methodology

Work is initiated on written request from HoD/Deans/Branch Head/Hostel Incharge. After examining the request the proposal is put up to Competent Authority for obtaining Administrative Approval. After obtaining Administrative Approval detailed estimate is prepared for the proposal and is put up before Building Works Committee constituted for the purpose. After obtaining technical sanction of BWC the proposal is put up for obtaining financial concurrence of the Competent Authority (I.e. Board of Management/FC/Administrative Secretary). Work is executed as per the provisions of GFR 2017/CPWD Works Manual/DTU Guidelines/GNCTD orders. However, detailed procedure is mentioned under section 7 specifically. For regular flow chart, Section 4.1 may be referred.

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6.2 Top Level Processes

6.2.1 Execution of New Works.

New major work is proposed with prior approval of Board of Management. A/A of Competent Authority is obtained accordingly. Work is executed as per the provisions of GFR 2017/CPWD Works Manual/DTU Guidelines/GNCTD orders. However, detailed procedure is mentioned under section 7 specifically.

6.2.2 Maintenance Works (Civil & Electrical) of existing buildings.

Work is initiated on written request from HoD/Deans/Branch Head/Hostel In-charge /Allottees of Staff Quarters. A/A of Competent Authority is obtained accordingly. Work is executed as per the provisions of GFR 2017/CPWD Works Manual/DTU Guidelines/GNCTD orders. However, detailed procedure is mentioned under section 7 specifically.

6.2.3 Horticulture Works of existing lawns, parks and grounds etc.

Work is initiated on written request from HoD/Deans/Branch Head/Hostel Incharge. AA of Competent Authority is obtained accordingly. Work is executed as per the provisions of GFR CPWD Works Manual/DTU Guidelines/GNCTD orders. However, detailed procedure is mentioned under section 7 specifically.

6.2.4 Allotment of Auditorium and Other facilities.

On request/requisition from Organizations/ DTU Staff Members/Faculty/Students /Reputed NGOs/Organization, request is considered by the Head of Office & Auditorium is allotted accordingly. Result of allotment of auditorium is properly displayed on the DTU website.

Complete Department Procedures

7.1 Execution of New Work

7.1.1. For new work a written request from an indenter i.e. HODs/Dean/Branch Head/Hostel-in-Charge/individual staff flat occupant or other user through their branch /Department Head for the work /service is initiated through Executive Engineer, Engineering Cell, DTU.

- Check List
Availability of site.
- Time Line
07 days.

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7.1.2. Engineering Cell identifies the scope of work to be executed and put up the same for obtaining principal approval of competent authority i.e. Hon'ble VC/Pro-VC/Registrar.

- Check List
Feasibility of Execution of Work as per provisions of CPWD Works Manual.
- Time Line
15 days.

7.1.3. After obtaining Principal approval, an estimate (Preliminary or detailed) with complete specification, sketch etc. is prepared by the Engineering Cell for obtaining administrative approval of the competent authority.

- Check List
CPWD Specifications.
- Time Line
10 days.

7.1.4 After obtaining administrative approval of the work, Engineering Cell proceeds for compliance of codal formalities as per the GFR 2017/CPWD works manual and DTU guidelines, accordingly award letter is issued after obtaining approval of the competent authority.

- Check List
NIQ/NIT is properly advertised through DTU Website and GNCTD Portal.
- Time Line
21 days.

7.1.5 The tender document/work order containing the detailed specification and time period of completion along with the penalties to be imposed for not performing the work as per the specified norms are prepared.

- Check List
General Conditions of Contract/Work Order and Tender Document.
- Time Line
Declared period of completion of work.

7.1.6. After execution of the work, the nominated committee members certify the completion and quality of the work as per the specification and prescribed time limit before processing the bill.

- Check List
Schedule of Quantity of Work.
- Time Line
03 days.

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7.1.7 Agency has to submit the bill within 10 days of recording completion of work considering hindrance/delay of work, if any, as recorded in site order book and hindrance register. If the bill is not submitted within 15 days of completion of work, the competent authority has right to put the bill as time-barred.

- Check List
Site Order Book and Hindrance Register
- Time Line
07 days.

7.1.8 After verification, the bill is processed for payment after obtaining expenditure sanction of competent authority.

- Check List
Work Order / Agreement.
- Time Line
10 days.

7.2 Maintenance Works (Civil & Electrical Works)

7.2.1 For day to day routine maintenance work a written request of any indenter i.e. HODs/Dean/Branch Head/Hostel In-charge/individual staff flat occupant or other user through their branch /Department Head for the work /service is initiated through Executive Engineer, Engineering Cell, DTU. The Engineering Cell identifies the scope of work to be executive and put up the same for obtaining principal approval of competent authority i.e. Hon'ble VC/Pro-VC/Registrar. After obtaining Principal approval an estimate (Preliminary or detailed) with complete specification, sketch etc. is prepared by the Engineering Cell for obtaining administrative approval of the competent authority.

7.2.2 Time period of execution of work is stipulated and penalty clause for delay in completion of work or sub-standard work is clearly mentioned.

7.2.3 After obtaining administrative approval of the work, Engineering Cell proceeds for compliance of codal formalities as per the GFR 2017/CPWD works manual and DTU guidelines, accordingly award letter is issued after approval of the competent authority.

7.2.4 A copy of the award letter/work order is sent to Hon'ble VC, Pro-VC-1, Pro-VC-2, Registrar and also to the indenter/indenting department.

7.2.5 The tender document/work order contains the details specification and time period of completion along with the penalties to be imposed for not performing the work as per the specified norms.

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7.2.6 After execution of the work, the nominated committee members certifies the completion and quality of the work as per the specification and prescribed time limit before processing the bill.

- Executive Engineer or his representative.
- Concerned Junior Engineer who is supervising the work.
- Divisional Head of the indenting department.
- Nominee of Head of the indenting department.

7.2.7 Agency have to submit the bill within 10 days of recording of completion of work considering hindrance/delay of work, if any, as recorded in site order book and hindrance resister.

7.2.8 If the bill is not submitted within 15 days of completion of work, the competent authority has right to put the bill as time-barred.

7.2.9 After verification, the bill is processed for payment after obtaining expenditure sanction of competent authority within ten days.

7.3 Auditorium and Other facilities

On request/ requisition from Organizations/DTU Staff Members/Faculty/Students/Reputed NGOs/Organization, request is considered by the Head of Office & Auditorium is allotted accordingly. Result of allotment of auditorium is properly displayed on the DTU website. Specimen format of requisition for allotment of facilities is enclosed.

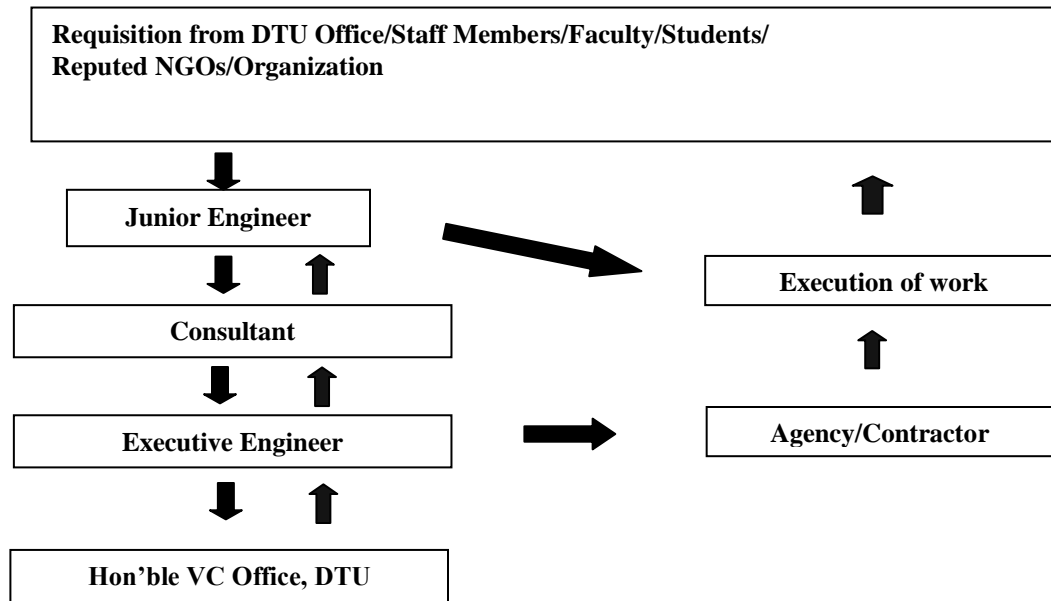
7.4.2 Revision and Approval

- [ver 1.0] - [14-03-2018] - [First Draft] - [Engineering Cell]

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8. Overview:

8.1 Process Sequence



9. Related document

- 9.1 CPWD Works Manual.
- 9.2 CPWD General General Financial Rules.
- 9.3 Delegation of Financial Powers, DTU.
- 9.4 Delegation of Financial Powers, GNCTD.

10. Related Forms

- Check list to recommend the Work Bills for payment.
- Format for Venue booking form.

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11. References

- DTU Website
- DTU Notice Board.

12. Attachments

- Venue Booking Form.
- Check list for payment of bills.

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	Authorizer	Director IQAC



DELHI TECHNOLOGICAL UNIVERSITY
Shahbad Daultpur, Bawana Road, Delhi – 110042

NAME OF WORK:

NAME OF AGENCY:

CHECK LIST FOR PAYMENT OF BILLS

S. No.	Items	Yes/No	Remarks
	Bill no. and date as per Bill Register		
	A/A, Competent Authority, Order No., Date of Approval (Photocopy attached)		
	E/S, Competent Authority, Order No., Date of Approval (Photocopy attached)		
	TS, Competent Authority, Order No., Date of Approval (Photocopy attached)		
	Estimated Cost		
	Agreement/work Order No. & Date		
	Work executed as per DSR 2014		
	Total Gross Value of work done		
	Deviation in work awarded and executed (photocopy of scheduled of quantity viz. work done attached)		
	Approval of deviation (C.A. Order No. dated Photocopy attached)		
	Amount of Extra items executed		
	Approval of extra items		
	Amount of substituted item executed		
	Approval of substituted item		
	Time period allowed		
	Actual time taken to completed the work		
	E.O.T involved		
	Approval regarding, E.O.T		

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	Completion certificate (C.A. Order No. dated Photocopy attached)		
	Approval of Completion certificate (C.A. Order No. dated Photocopy attached)		
	Performance Guarantee-Amount, Bank FDR No., dated validity.		
	Miles stones fixed		
	Miles stones achieved (C.A. Order No. dated Photocopy attached)		
	Measurement, 100% test checked be E.E.		
	Total Budget attached (2017-18)		
	Payment processed as per the proposed bill (RA Bill/ 1 st & Final bill/Final bill)		
	Cumulative expenditure including the proposed bill		
	Balance budget after considering the proposed bill		
	Advance payment		
	Site order books maintained		
	Inspection Register maintained		
	Entries in M.B. 100% arithmetically checked		
	Statutory recoveries proposed		
	Work completion certificate obtained by concerned HOD		
	Material issued by department		

J.E.

Consultant Executive

Engineer, DTU

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Delhi Technological University
Govt of NCT, Delhi, Bawana Road, Delhi - 110042

(ALL REQUESTS SUBMITTED LESS THAN 03 DAYS IN ADVANCE SHALL BE REJECTED EXCEPT IF PERMITTED BY VC)

FORM FOR REQUISITION FOR BOOKING OF VENUE IN DTU CAMPUS			
Name of the Applicant		Designation/Roll. No	
		Deptt and Branch	
		Mobile& Email	
Name of the Faculty Coordinator		Deptt	
		Mobile& Email	
IMP NOTE- The faculty coordinator will have overall responsibility for conduct, security, discipline, taking over and safe return of the venue and equipments, responsibility for damage if any and payment of penalty/recoveries.			
Date of the Event		Time of the Event (From when the possession required and till when)	
Venue Required (Refer Ser 16 overleaf)		Equipment & Operator Required (Refer Ser 16 overleaf)	
Level of the Event (Department or University)		Purpose of the Event	
Number of Hoardings /signages/notice boards with Sizes		Locations where likely to be placed	
Justification (Why Central Facilities Required and why the event cannot be held in the Department)			
NOTE- Central facilities will be made available only for University level events and when the event cannot be held in the Department for justifiable reasons			
Undertaking – I/We accept the terms and conditions as listed overleaf regarding security, discipline, safety of equipments, placing and removal of hoardings/signages, cleanliness and penalties/recoveries etc.			
Signature of Applicant		Signature of faculty Coordinator	
Recommendation of the HOD		Signature with HOD Seal	
Administrative Approval for the Event		Comments/Directions if any	
NOTE - Administrative approval may be given by Dean (SW), Pro VC or the VC depending upon the type and nature of the event			
Action at Estate Office		Signature of Estate Officer and directions	
		Request Registration	
		Signature Caretaker	
		Signature AE/JE Concerned	
		Signature Security staff	

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Abbreviations:

- DTU : Delhi Technological University
- VC : Vice Chancellor
- Pro-VC : Pro Vice-Chancellor

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1. Introduction:

The Estate Office is one of the main branch of University and is responsible for allotment of residential accommodation to the staff members in DTU Campus. Estate Office also regulates revenue collection as rent from kiosks, bank, Post Office. The entire work is governed by DTU House Allotment Rules 2015 and Regulations of DTU issued time to time.

This document contains the detailed structure and procedures related to the allotment of residential accommodation to the staff of DTU and space for commercial purpose for Bank , Post Office and other reputed agencies.

2. Amendments:

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose:

3.1 Welcome

The Estate Office deals with allotment of residential accommodation and space for kiosks, Bank and Post Office and per rules and regulations of DTU.

3.2 Quality Policy

Request of DTU employee to allot govt. accommodation is disposed strictly as per time schedule mentioned in DTU House Allotment Rules 2015. The Estate Office is committed allotment of residential accommodation and space for kiosks, Bank and Post Office and per rules and regulations of DTU.

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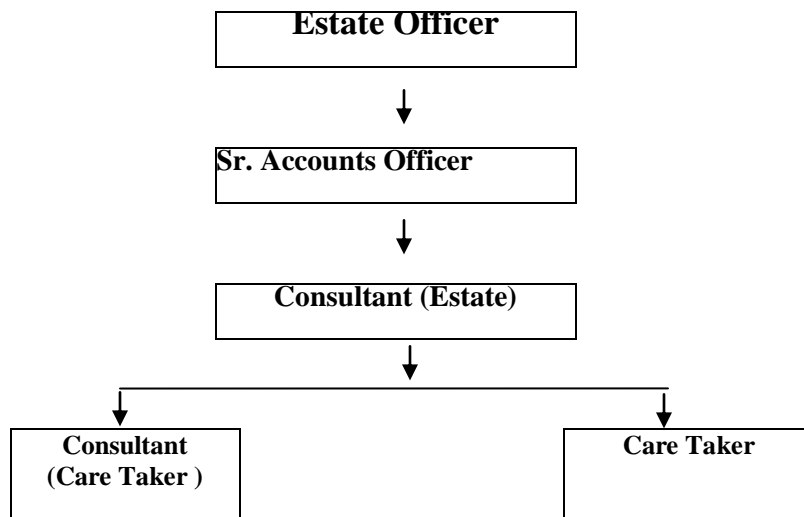
4. Responsibilities:

4.1 Context of the Organization

4.1.1. Objective and goals.

- To allot the DTU residential accommodation.
- To allot space for kiosks, Bank and Post Office.

4.1.2 Organization Chart



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4.1.3 Responsibilities and Authorization

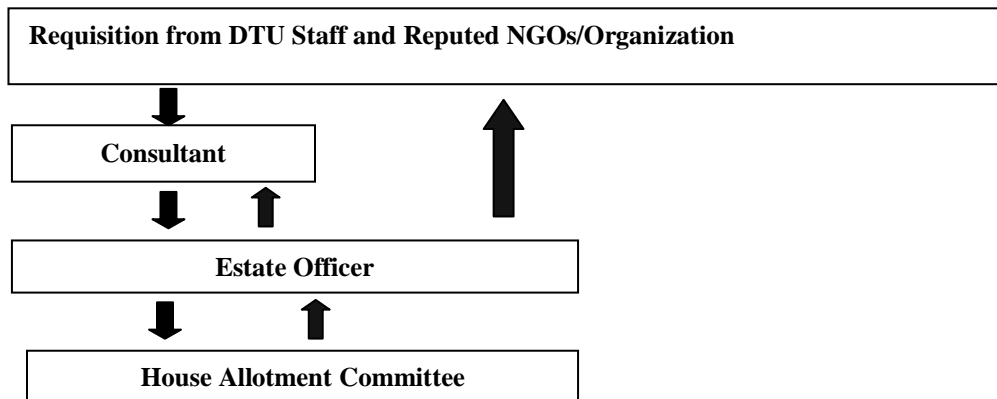
Designation	Responsibilities	Authorisation
Estate Officer	To hold and account for all immovable land, property and build up assets of the University including residences/houses/ flats, tracking record of permanent and temporary assets and building, allotment of these assets to various authorized users as laid down, allotment and vacation of the residences including carrying out evictions, if required, maintaining record of inventory in various building and residence, levying damage charges.	1. To issue allotment/ cancellation letter of govt. accommodation with prior approval of Competent Authority. 2. To issue notices for vacation in general or under Public Premises (Eviction of Unauthorised Occupants) Act 1971, as applicable, with prior approval of Competent Authority.
Senior Accounts Officer	To submit financial advice.	
Consultant	To prepare proposals and to assist Estate Officer in allotment/vacation/eviction of govt. accommodation and maintenance of records related to all immovable land, property, build up assets, residences/houses/flats, inventory and levying damage charges, if any	

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4.1.4 Work Culture

All the activities of the Estate Office are time bound in nature. The officials posted in the Estate Office are committed to timely completion of various works thereby maintaining timely delivery of service.

4.1.5 Flow of process and Information.



4.1.6 Internal Issues.

- Requisition of allotment of residential accommodation/space for commercial use received by Estate Officer.
- Requisitions scrutinized by Consultant (Estate) by verifying applicants details from Establishment Branch.
- Estate Officer submitted the proposal before House Allotment Committee of DTU.
- Allotment is finalized by House Allotment Committee, DTU.
- Residential accommodation/space for work allotted by Estate Officer.

4.1.7 External Issues.

- Request for allotment of residential accommodation received from DTU Staff.

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- Request for allotment of space for commercial use is received from concerned agencies..
- Estate Officer obtained approval of Competent Authority.
- Allotment letter issued by Estate Officer.

4.2 Interested Parties

- DTU Authorities.
- Faculty of DTU.
- Employees of DTU.
- Vendors of DTU and
- Reputed NGOs/Organization.

5. Scope:

5.1 Scope of the Quality Management System

- Residential accommodation is allotted as per entitlement of employees of DTU, as detailed below :-

Type II	-	Grade Pay Rs 1300 to 2800.
Type III	-	Grade Pay Rs 4200 to 4800.
Type IV	-	Grade Pay Rs 5400 to 6600.
Type V	-	Grade Pay above Rs 6600.
- Space for kiosks and other commercial services are allotted as per rent rates regulated by DTU.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

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5.3 Exclusions

Nil.

6. Procedures:

6.1 Process Management Methodology

Requisition of residential accommodation/space for commercial use initiated by the DTU Employees/concerned agencies and received by Estate Officer. Requisitions scrutinized by Consultant (Estate) by verifying applicant details from Establishment Branch. Estate Officer submitted the proposal before House Allotment Committee of DTU. Allotment is finalized by House Allotment Committee, DTU. Allotment of residential accommodation/space for commercial use is communicated by Estate Officer.

6.2 Top Level Processes

- Proposal processed by Estate Officer.
- Finalized by of House Allotment Committee, DTU headed by Pro VC-1 being Chairman.
- Exceptional cases approved by Ho'nble VC, DTU on specific recommendation of House Allotment Committee

Complete Department Procedures

7.1 Procedure

7.1.1. Vacancies of residential units are notified through DTU website and notice board.

- Check List
- Time Line
21 days

7.1.2. Willing candidates applied as per their entitlement.

- Check List
Application for allotment/change of residential accommodation.
- Time Line 21 days

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7.1.3 Applications process as per DTU House Allotment rules 2015 after verifying the service data of the applicant from Establishment Branch of DTU.

- Check List
Format of verification of data.
- Time Line
07 days

7.1.4 Allotment is finalized by the House Allotment Committee headed by Pro VC-1, being Chairman of the Committee.

- Check List
Minutes of Meeting
- Time Line
07 days

7.1.5 Well maintained residential units are allotted by Estate Office.

- Check List
Memorandum offering residential accommodation
- Time Line
02 days

7.1.6 Allotted accommodation is vacated by allottees by serving notice of vacation duly supported with No Objection Certificate from TATA Power, civil and electrical wing of DTU.

- Check List
No Dues certificate, vacation report.
- Time Line
15 days

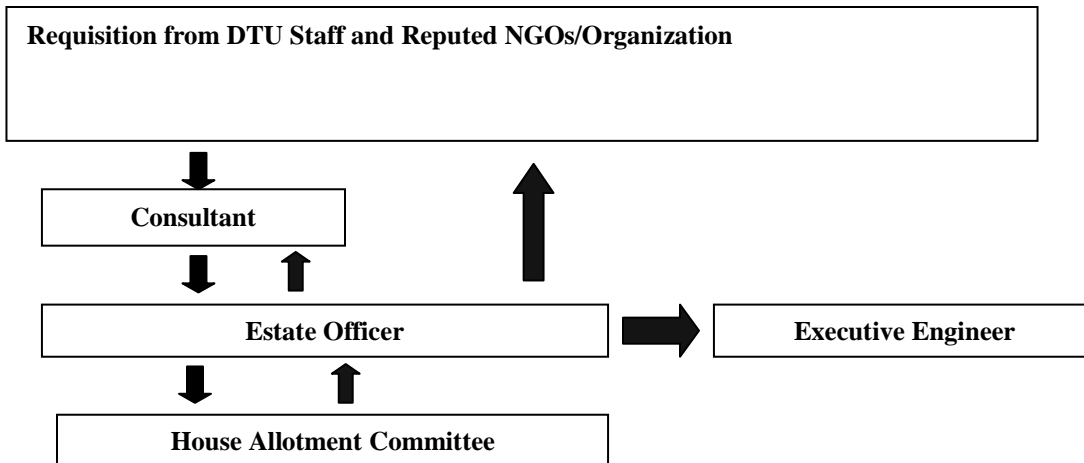
7.4.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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8. Overview:

8.1 Process Sequence



9. Related document

9.1 DTU House Allotment Rules.

10. Related Forms

- Application form for fresh/first time allotment of accommodation in DTU Campus.
- Memorandum of offer of allotment of accommodation.
- Undertaking from the allottee of the accommodation to pay due licence fees.
- Vacation report of govt. allotment.

11. References

- DTU Website.
- DTU Notice Board.

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

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**APPLICATION FOR FRESH/FIRST TIME ALLOTMENT OF ACCOMMODATION
IN DTU CAMPUS**

I request that I may be considered for allotment of flat in the Campus. My particulars are as under:-

1.	Name of Applicant	
2	Name of Husband/Wife/ Parent	
3	Designation	
4	Name of Department	
5	Present Basic Pay with date from which the basic pay is drawn	Basic Pay
		Pay Band
		Grade Pay
		Date of Effect
6	Date of Birth	
7	Date from which continuously Employed under DTU	
8	Date of appointment of the immediate last Post and pay band with Grade Pay	
9	Date of Retirement on Superannuation	
10	Marital Status (Please tick)	Single/Married
11	Service Status (Please tick and strike off not applicable)	Temporary/Permanent/Contractual/Ad-hoc
12	Category (Please tick and strike off not applicable)	(i)General (ii)SC (iii)ST (iv) Medical (Please specify reasons if applying on medical ground. Attach document in support of your claim)
13	Do you/ your dependent children own a House within the jurisdiction of Local Municipality or any adjoining Municipality? If yes, please indicate	
	(i) Owner's Name	
	(ii) Relationship with Applicant	
	(iii) Rental Income	
	(iv) House Address	
	(v) Distance of House in km	

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	from DTU campus	
(Note: Assessment of House Tax by the Municipal Authority to be furnished)		
14.	Are you or your spouse occupying accommodation of govt./center govt./psu/autonomus body etc. If yes fill up the name of allottee designation, address and name of pool(including the type and the number of the flat)	Yes/No
	Name:	
	Designation:	
	Address:	
15.	Are you debarred from allotment of Govt. Residence?	Yes/No
16.	Entitlement as per Rules: Indicate the type of residence for which you are applying:-	
	QUARTER TYPE	ELIGIBLE BASIC PAY RANGE
	NEW PAY BAND (GRADE PAY)	MARK PROPER BOX
	(I)	LESS THEN RS.3050/-
	(II)	1800
	(III)	1900,2400,2800
	(IV)	4200,4600,4800
	(V)	5400,6600
	(V)	7600 and above
17.	Permanent Address	
18	Tick preference for floor – (Applicant will be considered strictly for that floor only)	Any floor, First Floor, Third Floor Ground Floor, Second Floor,
19	State - Yes/No for whether you will accept any flat that falls vacant due to change of allotment or after issue of the last advertisement/circular Note – you will be considered for the floor mentioned at Ser 18	

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Undertaking and Declaration By the Applicant
I agree to abide by the DTU house allotment rules 2015 as may be amended from time to time. I have studied and understood all the provisions of DTU house allotment rules 2015 and I consider myself eligible for allotment of a house. I have not suppressed any information and I am fully aware of the disciplinary action/penalties to be imposed in the event of furnishing of false information. I am also aware that the decision of Vice Chancellor on all matters of house allotment or its vacation shall be final and I accept to vacate the flat immediately if directed to do so.
Signature of the applicant

List of Documents Enclosed	
Salary slip	
Identity proof	
Document in support of residential proof	
Document in support of medical condition	
Any other document	
Signature and Recommendations of HOD	

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Estate Office
DELHI TECHNOLOGICAL UNIVERSITY
Shahbad Daulatpur, Bawana Road, Delhi-110042

MEMORANDUM

Hon'ble VC, Delhi Technological University is pleased to offer the allotment of _____ in Delhi Technological University Campus, Shahbad Daulatpur, Bawana Road, Delhi, to _____. This allotment shall be purely on provisional basis and will be liable to be withdrawn at any time in the event of violations of DTU House allotment Rules, with amendments from time to time, and in the event of any other statutory requirements that may arise for any reasons whatsoever. The terms - licensee/allottee/he/she etc - shall hereafter refer to _____.

He/She is directed to furnish his/her acceptance in person along with undertaking that license fee as fixed by Land and Building Deptt. will be acceptable to him/her within five days from the date of issue of this memorandum. The allottee will be required to handover the Flat at the time of vacation as per the inventory list with all its additions/deletions. The allottee will be liable for payment of damage charges as calculated by Estate Office/Engg. Cell in case of loss/damage to the property/inventory.

If the allotment is accepted by him/her, he/she should obtain the possession slip/allotment letter from the Estate Office for taking the possession of the residence offered to him/her from the concerned AE/JE/Caretaker of Delhi Technological University, Bawana Road, Delhi. Failure to take possession within eight days of the allotment, will result in automatic cancellation of the allotment and he/she shall be liable to pay the license fee as prescribed in the said rules, besides he/she shall be debarred from the allotment for a period of four years.

If he/she sublets the quarter at any time without the prior approval of the administration, the allotment will be liable to be cancelled in addition to the imposition of penalties and payment of damages etc. as per provision of the Rules.

If he/she is transferred from DTU the allotment of the quarter will stand cancelled from the date of transfer and he/she will be liable to pay the damages fro unauthorized period according to rules. Specified approval of the Hon'ble VC, DTU is necessary for retention of accommodation beyond the permitted period, if any.

The allottee shall be personally responsible for maintaining harmonious relation with his/her neighbors and for payment of all charges as applicable and other damages beyond reasonably wear and tear of the flat, till the allotment is cancelled under any of the provisions of the allotment rules until the possession has been resumed by the University. The above allotment is in accordance with the instructions contained in DTU House Allotment Rules, supplementary rules and its amendments (if any). The allottee must refer to all the provisions of the DTU House Allotment Rules which shall be applicable to him.

Consequence, if any arising out of the breach of these rules and condition shall be dealt with accordingly.

You may schedule a visit to the house with at least 48 hours notice to the Estate Office for commencing taking over process after submission of documents as given herein.

Estate Officer

DTU/PO/PhD/T-II/16-17/

Copy forwarded to:

1. **Official concerned**
2. **Consultant (Civil).**
3. **Consultant (Electrical).**

Dated :

Consultant (Estate)

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UNDERTAKING FROM THE LICENCEE

1. I/We, _____ (name of licencee), having been allotted Flat No.____,Type_____ give an undertaking that on taking possession of the house allotted to me, I/we shall unequivocally and unconditionally accept the following :-

(a) I shall vacate the residence immediately within the notified period on cancellation or deemed cancellation of allotment failing which the deptt. shall be liable to pay penal licence as per DTU house allotment rules, as amended from time to time, and that the University shall have the authority to withhold gratuity and leave encashment etc of sub allottee as approved by the competent authority, ‘provided that the gratuity and leave encashment etc may be released on furnishing of bank guarantee by the employee for an equivalent amount. Bank guarantee shall be discharged after vacant possession of the residence is surrendered to the University and all the dues relating to the residence have been settled, failing which the bank guarantee shall be invoked.’

(b) that the deptt. shall pay the HRA, license fee and water charges as fixed by Land & Building Department including interests in the case of delayed payments.

(c) that the deptt. shall be liable for payment of damage charges as calculated by Estate Office/Engr Cell in case of loss/damage to the property/inventory and that in case not paid, it will be recovered in the same manner as the licence fee mentioned at Para 1(a).

(d) that we have read and understood all the provisions as contained in the memorandum of allotment and the DTU House Allotment Rules and that I shall accept all the provisions as laid down along with supplementary rules and amendments issued from time to time.

Date:
Department :

Sign
Name of Licencee

Countersignature of HOD with Stamp

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	Version :	01
	Version:	1.0
	Effective from:	20 April 2018
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Estate Office
DELHI TECHNOLOGICAL UNIVERSITY
 Shahbad Daulatpur, Bawana Road, Delhi - 110042

DTU/PO/T-V/

Dated :

OFFICE ORDER

The staff accommodation i.e. **Flat No** _____, **Type** _____ allotted to _____ of _____ has been vacated on _____. Nothing is due against this flat as on date.

Estate Officer

Copy to :-

Registrar, DTU - for kind information.
DR (F&A), DTU - for kind information and necessary action.
JE (Elect) & JE (Civil), DTU
Official Concerned

Consultant (Estate)



DTU Health Centre

Standard Operating Procedures



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1. Introduction:

For the benefits of day boarding students and hostlers, employees and residents in the campus, the University has established an in house Health Centre for providing facilities as and when required. The University Health Centre caters to the medical needs of nearly ten thousand persons and it is growing and developing itself every year to meet the desired expectations.

2. Amendments:

Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose:

3.1 Welcome

DTU has a well-equipped Health Centre to cater to the needs of students and faculty in the university. It is housed, in a magnificent state-of-the-art building having general and specialized doctors to provide consultation and prescription to the patients. Overall University Health Centre is responsible for taking care of primary health issues of all the stakeholders of the University. Health Centre is responsible for followings.

- Ensuring the availability of health facilities to all the stake holders.
- Continuous modernization and up gradation of the facilities.
- Ensuring the physical infrastructure to be in good working condition/order through preventive and corrective maintenance.
- Repair and maintenance of diagnostic instruments/ equipment's in DTU health Centre carried out on routine basis.
- Extending services for purchase and installation of necessary instruments/ equipment(s).
- Offering consultancy and prescription to stake holders

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3.2 Quality Policy

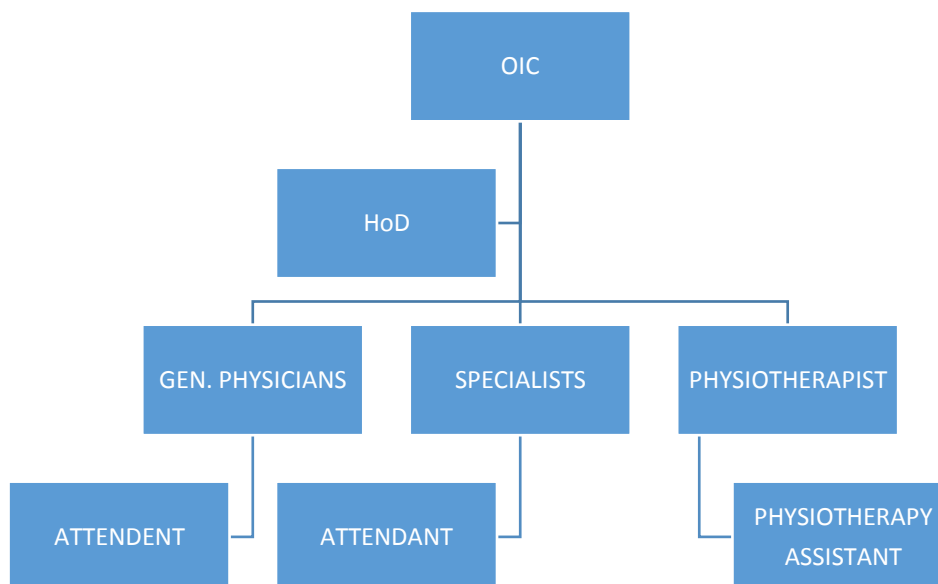
Health Centre strive to serve the patients with utmost care and due diligence in the ambit of available resources in the best possible way.

4. Responsibilities:

4.1 Context of the Organization

4.1.1 Organizational Chart

Organizational Chart of DTU Health Centre



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
OIC	<p>OIC of Health Centre is responsible for overall administration and management of the Health Centre. Additionally ensures:</p> <ol style="list-style-type: none"> 1. Smooth functioning of the DTU Health Centre. 2. The availability of sufficient Doctors including general physicians and specialists to cater the needs of all the stakeholders. 3. Availability of basic infrastructure and other amenities. 4. Procurement of consumables and non-consumables on routine basis for DTU Health Centre. 5. Facilitate repair and maintenance work related to DTU Health Centre. 6. Implementation of suggestions of stake holders for improved health services. 7. Responsible for expansion, modernization and up gradation of DTU health centre. 	<ol style="list-style-type: none"> 1. Issues orders / notices / circular/advisory related to Health Centre. 2. Monitoring, supervision and routine inspection and checking of the health centre including availability of doctors and other paramedical staff during their scheduled timings. 3. Prepares budget for enhancement of health care capabilities in DTU Health Centre. 4. Approves indent of DTU Health Centre. 5. Approval & verification of remuneration bills and attendance of doctors and other paramedical staff engaged in the DTU Health Centre. 6. Approval of extended working hours, if required during certain events such as Convocation, Sports Meet, Cultural Fest etc. 7. Performance evaluation and recommendations related to work and conduct report of doctors for further annual extension.

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	<ol style="list-style-type: none"> 8. Addressing any grievances arising out of working of the health centre by stake holders. 9. Speedy disposal of complaints of stake holders. 10. Dealing with bio-medical waste disposal through office concerned. 11. Conducting routine meetings and interaction with stake holders for feedback. 	<ol style="list-style-type: none"> 8. Acting as liaisoning person between other entities of DTU such as GA Branch, Accounts Section, Stores and Purchase Section for expedited and smooth functioning of the DTUHealth Centre. 9. Grant of leave to the doctors and allied staff.
HoD	<p>Head of Health Centre manages all functions related to day to day working of DTU Health Centre. Additionally Responsible for:</p> <ol style="list-style-type: none"> 1. Purchase of Medicines and all other consumables from the T.I. for Rs.50000. 2. Availability of medicines, and basic dressing material. 3. Maintenance of stock registers both for consumables and non-consumables. 	<ol style="list-style-type: none"> 1. Verification of remuneration bills and attendance of doctors and other paramedical staff engaged in the DTU Health Centre. 2. Approval of indent of DTU Health Centre. 3. During the new academic session, verification of disability certificate of the newly admitted students under the applicable category. 4. Endorsement of medical leave certificate of the students submitted for make-up examinations.

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4.1.3 Work Culture

Health Centre work culture is transparent, and solutions oriented. It encourages everyone to stay focused on all the times.

4.1.4 Internal Issues

1. Increase in student's strength.
2. Shortage of space.
3. Lack of diagnostic equipment.

4.2 Interested Parties

Following are the stakeholders:

- All administrative staff of DTU
- Teaching & non-teaching staff of DTU.
- All Students of DTU at UG, PG and PhD. Level.
- Doctors engaged with the Health Centre.
- Chemist Firm
- Bio-disposal Firm
- DTU Administration

5 Scope:

5.1 Scope of the Quality Management System

The procedures defined in this document are applicable to all respective stakeholders and departments of all locations under Delhi Technological University. It further defines responsibilities for all personnel at Health Centre along with references to relevant documents.

5.2 Location

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

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5.3 Exclusions

None.

6 Procedures:

6.1 Process Management Methodology

- ❖ An Adequate Assessment of the patient for the purpose of general Medical Consultation is done which includes recording the details like:
 - Patient's Name
 - Relevant Medical History, if any
 - Family History of the patient
 - Time elapsed from onset of symptoms until the diagnosis
 - Patient's Roll No.(if Student)
 - Contact No.
- ❖ The patient is then asked about the chief complaint faced.
- ❖ After the clinical examination, according to the signs and symptoms, relevant treatment is suggested and further investigation is advised, if required.
- ❖ Medicines are prescribed as per the primary observations.
- ❖ Relevant details of the patient and the medicine prescribed are recorded in the OPD register.
- ❖ Clinically Appropriate procedures are performed, if required, which may include:
 - Provision of First Aid
 - Injured Patient Dressing

6.2 Top Level Processes

6.2.1 Health checkup by Department of Dentistry

6.2.2 Health checkup by Department of Physiotherapy

6.2.3 Health checkup by Department of Psychology

6.2.4 Health checkup by Department of Orthopedics

6.2.5 Health checkup by Department of Ophthalmology

6.2.6 Health checkup by Department of Gynecology

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6.2.7 Health checkup by Department of Psychiatry

6.2.8 Purchase of Medicine

7 Complete Department Procedures

7.1 Health checkup by Department of Dentistry

7.1.1 Summary

- This procedure defines steps to be followed for attending patient having Dentistry problems.

7.1.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.1.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of Dental Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Age
 - Patient's Roll No.(if Student)
 - Contact No.
- ❖ The patient is then asked about the chief complaint faced which may include pain, sensitivity etc.
- ❖ An Oral examination is done and clinically appropriate procedures are performed, if required, which may include:
 - Filling
 - Scaling
 - Extraction
 - Root Canal Treatment
- ❖ Medicines are prescribed as per the primary observations.

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7.2 Health checkup by Department of Physiotherapy

7.2.1 Summary

- This procedure defines steps to be followed for attending patient having Physiotherapy problems.

7.2.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.2.3 Procedure

- ❖ Firstly, the patient is advised to be in relaxed position.
- ❖ An Adequate Assessment of the patient for the purpose of Physiotherapy Consultation is done which includes recording the details like:
 - Patient's Name
 - Relevant Medical history, if any
 - Patient's Roll No.(if Student)
 - Contact No.
 - Enquired whether the patient is referred to us by any other doctor
- ❖ The patient is then asked about the chief complaint faced.
- ❖ After complete clinical examination
 - The patient is forwarded in the department for physiotherapy treatment as per requirement
 - The patient can be referred to any other department in the Health Center for further evaluation, if required.
- ❖ Medicines are prescribed as per the primary observations.
- ❖ Relevant Details of the patient and the medicine prescribed are recorded in the OPD register.

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7.3 Health checkup by Department of Psychology

7.3.1 Summary

This procedure defines steps to be followed for attending patient having Psychological problems.

7.3.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.3.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of optical Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Roll No.(if Student)
 - Contact No.
- ❖ Clinical Interview and the Case History analysis is performed on the basis of the details recorded as per the consent form, which may include:
 - Socio-Demographic Details.
 - Chief complaints(Duration, Existing course of treatment, Progress).
 - Family History, Medical History,Habits.
 - Academic History, Occupational History
 - Mental Status Examination (MSE)
- ❖ The Further Course of treatment includes:
 - Psychological Assessment for Diagnostic Clarification.
 - Final Diagnosis and prescription of treatment plan.
 - Psychological interventions and therapies.
 - Regular follow up.
- ❖ Relevant Details of the patient and the medicine prescribed are recorded in the OPD register.

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7.4 Health checkup by Department of Orthopedics

7.4.1 Summary

This procedure defines steps to be followed for attending patient having Orthopedics problems.

7.4.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.4.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of orthopedic Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Age
 - Patient's Roll No.(if Student)
 - Contact No.
 - ❖ The patient is then asked about the chief complaint faced.
 - ❖ Clinical Examination pertaining to the problem is done.
 - ❖ Probable clinical Diagnosis, its treatment course and implications of the problem are explained.
 - ❖ Suitable Medicines are prescribed and dosage is explained on the basis of primary observations.
 - ❖ Physiotherapy, if required, is advised to the patient
 - ❖ Details of the patient are recorded in the OPD (Ortho) Register.
- Students admitted under Handicap quota with Orthopedic Complaints are also examined and verified in this Department.

7.5 Health checkup by Department of Ophthalmology

7.5.1 Summary

- This procedure defines steps to be followed for attending patient having Ophthalmology problems.

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7.5.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.5.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of optical Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Roll No.(if Student)
 - Contact No.
 - Vision
 - ❖ The patient is then asked about the chief complaint faced.
 - ❖ Clinically Appropriate procedures are performed, if required, which may include:
 - Slit Lamp Evaluation
 - Determination of Refractive Findings
 - Dilated Fundus Examination(DFE)
 - ❖ Medicines are prescribed as per the primary observations.
- Students admitted under Handicap quota with Ocular Complaints are also examined and verified in this Department.

7.6 Health checkup by Department of Gynecology

7.6.1 Summary

This procedure defines steps to be followed for attending patient having Gynecological problems.

7.6.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

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7.6.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of Gynae Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Age
 - Patient's Roll No.(if Student)
 - Contact No.
 - Menstrual/Obs. History(if any)
- ❖ The patient is then asked about the chief complaint faced and examined accordingly.
- ❖ Further Investigations and Treatment is advised as per the primary observations.

7.7 Health checkup by Department of Psychiatry

7.7.1 Summary

This procedure defines steps to be followed for attending patient having Psychiatry problems.

7.7.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.7.3 Procedure

- ❖ An Adequate Assessment of the patient for the purpose of Psychiatric Consultation is done which includes recording the details like:
 - Patient's Name
 - Patient's Roll No.(if Student)
 - Contact No.
- ❖ A detailed assessment of the patient's psychological problem is performed which includes:
 - History Tabling (Symptoms, Onset and Progress).
 - Account of any significant life event.
 - Stressors
 - Support System.
 - Mental Status Examination(MSE).
 - Family History.

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- Medical History.
- ❖ The Diagnosis and course of treatment is explained to the patient.
- ❖ The Patient is educated about his/her illness and the treatment methods which may include:
 - Medication
 - Psychotherapy(Counselling)
 - Investigations (if required)
 - Reference to any other specialist/Psychologist
- ❖ Further follow up of the patient is done.

7.8 Purchase of Medicine

7.8.1 Summary

- ❖ Medicines and all consumables are purchased from the imprest amount Rs.50000 allocated to Dr.Ravi Bansal.
- ❖ Payments are made in cash to the supplier by Dr. Ravi Bansal after verifying the bills.
- ❖ Medicines and consumables purchased are entered in stock register.
- ❖ Stock Register is maintained by the attendant of the Health Center.

7.8.2 Revision and Approval

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

7.8.3 Procedure

8 Overview:

Refer sections 4, 5 & 6 for further details.

9 Related document

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10 Related Forms

NONE

11 References

- ISO 9001 specific standards and differences between industries, referred page of the ISO (<https://www.iso.org/iso-9001-quality-management.html>)
- Referred more detailed information on ISO-9001:2015 (<https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en>)

12 Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

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Abbreviations

GH : Guest House

OIC : Officer Incharge

CPO : Chief Project Officer

1. Introduction:

DTU guest house is meant to provide accommodation to the official visitors from academia, industry and R&D organizations. DTU guest house is located on Narmada Marg near Block -3 of Type – V flats in DTU campus. There are six double occupancy rooms and two suites. The guest house is also available for parents of students and guests of faculty members in case of emergency.

2. Amendments:

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

[Ver 1.0] - [20-04-2018] - [First Draft] - [Vice Chancellor].

3. Purpose

The purpose is to provide accommodation with a feeling of staying at home away from home.

3.1 Welcome

The DTU guest house is meant to provide accommodation to the visitors from academia, industry, R&D organisations and others visiting DTU.

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3.2 Quality Policy

The guest house facility at DTU is aimed at providing quality services for the officials who visit the DTU for conducting examination, workshops, faculty development programs, collaborative discussions, research and other activities that promote learning and co-curricular activities. The efforts are made to make the stay of visitors as much comfortable as possible.

4. Responsibilities:

4.1 Context of the Organization

4.1.1 DTU guest house is meant to provide in-campus accommodation to the experts visiting DTU in any official capacity. There is an officer Incharge (OIC) assisted by one caretaker and two attendants.

Designation	Duties	Authority
OIC, Guest house	<ul style="list-style-type: none"> • To identify the items and services required in DTU guest house and ensure availability of required items and services. • To process the request received for stay in DTU • To ensure smooth functioning of DTU Guest house. 	<ul style="list-style-type: none"> • Discretionary powers regarding guest house matters. • Confirmation of the booking for any request from eligible person

4.1.2 The work culture in DTU guest house is very good and the guests are treated well in guest house and due attention is given to them.

4.1.3 The OIC of DTU guest house has to make sure that items and services needed for boarding & lodging by guests are made available in the guest house. Caretaker-cum-cook and attendants are responsible for delivery of these services to the guest.

4.1.4 The caretaker is responsible for boarding and lodging arrangements for guests and is assisted by two attendants.

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- 4.1.5 The maintenance of Guest house is done by the Engineering cell of DTU working under CPO/ Executive Engineer.
- 4.1.6 The record keeping and collection of room charges (if applicable) is done by the caretaker and deposited in the DTU account.
- 4.1.7 The request received are processed by the OIC and whenever the demand is higher than availability, the allotment is done as per preference given in overview.
- 4.1.8 The day to day expenditure and small amount of unforeseen expenditure is met through imprest amount.

4.2 Interested Parties

1. Faculty from academic institutions
2. Experts from industry and R &D organisations
3. Students
4. Parents
5. DTU Administration
6. DTU faculty & staff
7. Engineering Cell
8. Employees of DTU

5. Scope:

5.1 Scope of the Quality Management System

The procedure is applicable to all rooms of guest house. There are total 8 rooms in DTU guest house.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042

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5.3 Exclusions:

1. Pets are not allowed.
2. Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.

6. Procedures:

6.1 Process Management Methodology

University provides guest house accommodation to eligible guests on the basis of request received. Requests are processed as per procedure mentioned in 8.1.

6.2 Top level Processes:

The booking for rooms in guest house is made by advance application in proper format.

7. Complete Department Procedures

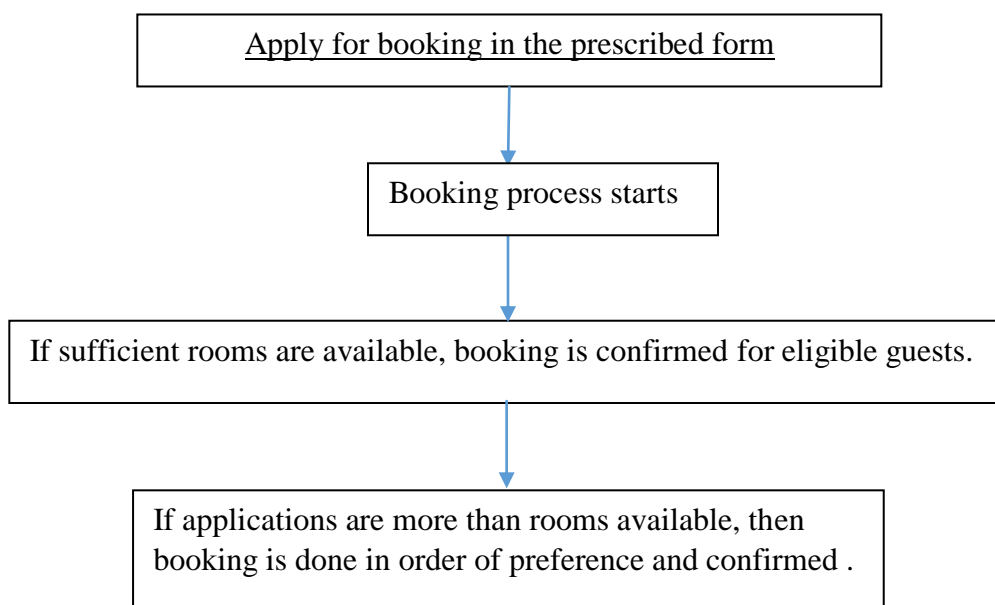
7.1 Booking for visitors

1. The booking for rooms in guest house is done by advance application in proper format.
2. Room charges applicable for various categories of guests are given in annexure-1
3. The rates may be revised with the approval of competent authority and the room charges may be waived off for certain cases on merit.

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8. Overview:

Process Sequence



In case, applications are more than rooms available, then booking is done in following order of preference:

- i. Chairman and members, Board of management
- ii. Member of selection committee and experts from India and abroad
- iii. Keynote speakers and experts for conference, Seminar, workshop, faculty development program, collaborative research program
- iv. Experts/ artists visiting DTU for cultural and other programs
- v. DTU officials required to stay overnight due to official work.
- vi. Personal guest of faculty
- vii. Parents of students for some genuine reason to stay.
- viii. Any other eligible guest

9. Related document

Office order related to guest house

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10. Related Forms

1. Form for room booking
2. Form for depositing the applicable charges in DTU accounts.

11. References

<http://www.dtu.ac.in/Web/Facilities/guesthouse.php>

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

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Annexure-I

S.N	Category	Applicable charges
1	University Guest from abroad	No Charges
2	University Guest from within the country, like VIP Chief Guest of the function and other dignitaries	No charges
3	The Examiners	No charges
4	University Guest to attend the various functions at the University (to be paid by organizers)	Rs 200/- per day
5	The company officer/ officials staying in the Guest House for T& P activities and University , Project/Laboratory developing activities.	Rs.100/-per day
6	The newly joined faculty members, who have not been allotted the Government Accommodation (Only for eight days)	Rs.500/- per day
7	Faculty members, staff of the University and PWD, working in University Who need to stay in Guest House for University work over night.	Rs.100/- per day
8	Faculty members, putting up inside the campus or his / her relatives (not more than three days)	Rs.500/-per day
9	The parents of the students, in case of medical emergency of the student	Rs.1000/- per day
10	Other visitors in University	Rs.2000/- per day
Boarding charges		
11	Break Fast (Veg) with tea	Complementary
12	Lunch(Veg)	Rs.50/- per head
13	Dinner(veg)	Rs.50/- per head
14	Tea+2 Biscuits	Rs.5/- per head

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	Signature of authorizer	Director IQAC

Annexure-II

Delhi Technological University, Delhi – 110042

Application for Guest House Booking

Name of the Applicant:

Official address/ID No/ :

Mobile No

Purpose :

No of Rooms required :

Duration for stay :

Details/Address of Guests:

Signature of Applicant

Approval from Competent Authority

Note – For any purpose other than official, rent will be charged as per DTU rules

Name of Applicant:		
Payment Details	Cash	Cheque/ DD. No./Amount
Amount Received (INR)		
		DTU Guest House Caretaker Signature

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Annexure-III



Delhi Technological University
(Formerly Delhi College of Engineering)
 SHAHBAD DAULATPUR BAWANA ROAD,
 DELHI – 110042
(Guest House)

Please accept Rs.....(.....)
 from Shri/Smt..... for Guest House
 accommodation in Room No. from dateto.....
 Time:

Sr. Accounts Officer

O/I Guest House
 DTU, Delhi

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Annexure-IV

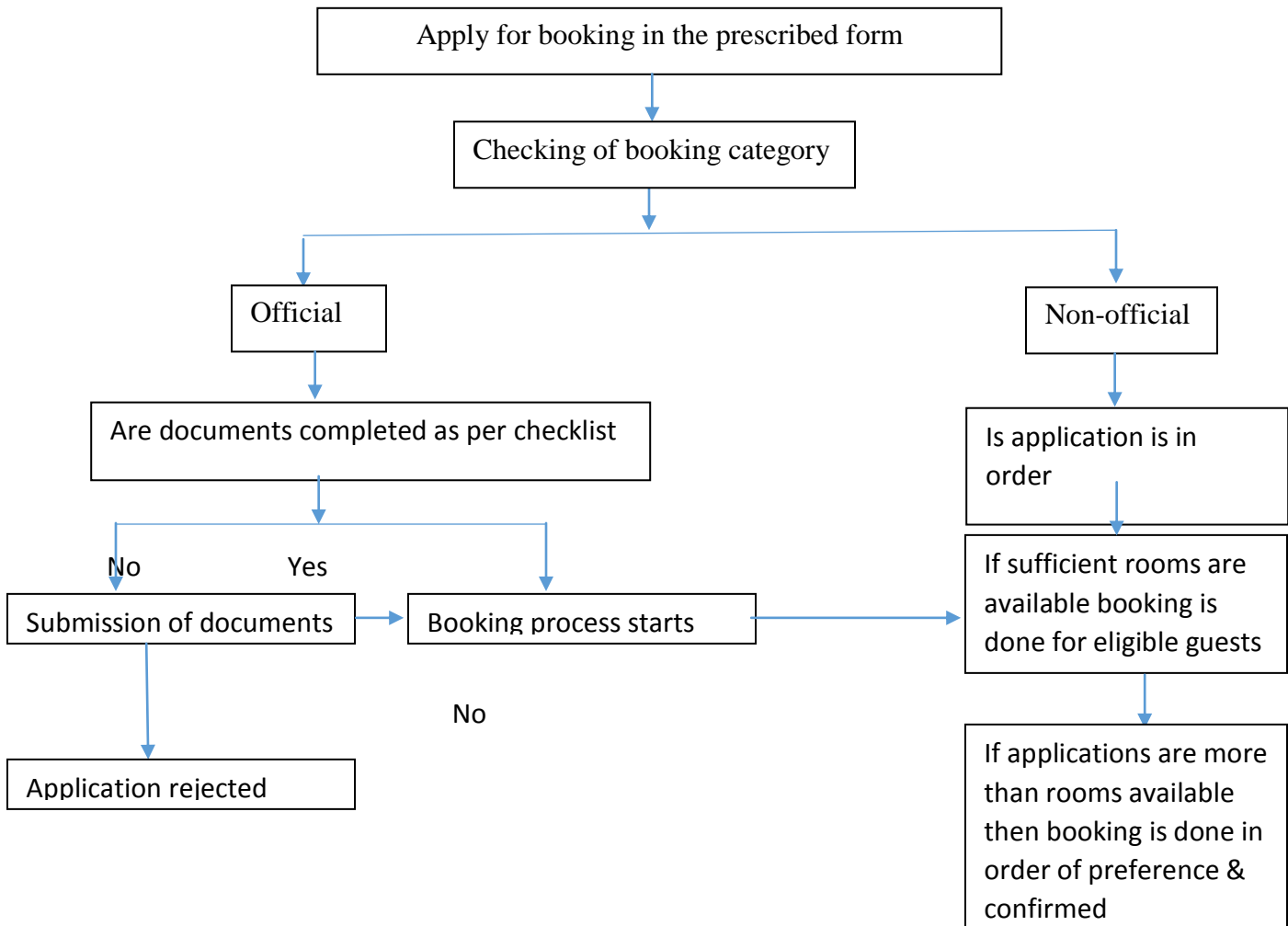
Delhi Technological University, Delhi – 110042

Some do's and Don'ts

1. The Guest House closes at 10 PM in winter and 11 PM in summer. Those staying out of the night or coming late should inform the Guest-House-Attendant/Security Guard in advance to avoid any inconvenience.
2. The University authorities are not responsible for valuable items kept in the rooms.
3. Male visitors/guest are not allowed in the rooms occupied by female guest and vice-versa without the consent of the occupant.
4. Alcoholic drinks in the Guest House are strictly prohibited.
5. Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the visitors.
6. Visitors for guests residing in Guest House are allowed from 08:00 a.m. to 10:00 p.m. only.
7. Damaging of property or defacing any notice/poster/walls etc. of the guest house is illegal.

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Process Sequence



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CONTENT		
1.	Introduction	
2.	Amendments	
3.	Purpose	
4.	Responsibility	
5.	Scope	
6.	Procedure	
7.	Complete Department Procedures	
8.	Overview	
9.	Related Documents	
10.	Related Forms	
11.	References	
12.	Attachments	

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Abbreviations:

- ASO: Assistant Security Officer
- DGR: Director General of Rehabilitation
- SBSA: Sunil Bhagat Security Agency
- CCTV: Closed Circuit Television
- DFMD: Door Frame Metal Detector
- DTU: Delhi Technological University
- VIP: Very Important Person
- SO: Security Officer
- SC: Security Consultant
- CA: Competent Authority
- GA: General Administration
- DFMD: Door Frame Metal Detector

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1. Introduction

The security branch is the immune system of the University. They are responsible for the security of people and property inside the university campus. It is constituted of an efficient team of dedicated security personnel, and very righteous and decisive Security Officer and Security Consultant. Their indefatigable and vigilant nature ensures the safety & security of all the students, VIPs, teaching & non-teaching staff, guest and visitors within the campus. They also take care of the safety of buildings, equipment, and other infrastructure of the university. In case of breach of security or violation of security protocols, the individuals involved are strictly dealt with.

Delhi Technological University and East Delhi Campus are committed to provide a safe place for all residents, staff's employee, and students to study, work, live and visit. Each of our campuses has a trained and dedicated team of Security professionals and is able to guide you with general queries and security issues. With guard patrols and CCTV monitoring, this team works actively to solve issues before they become a problem. Safety and Security process is a team effort and needs to be the responsibility for your own safety.

2. Amendments

This is the first document and the amendments if any can be made with the approval of Competent Authority.

Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First draft] – [Vice Chancellor]

3. Purpose

3.1 Welcome

The Security Department ensures the safety and security of people and property inside DTU and the East Delhi campus. They provide special security to the VIPs of the university,

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perform regular patrolling to maintain a safe environment for students and staff members, keep record of the visitors entering and leaving the university, ensure obedience of security protocols, prevent trespassing and smuggling, prevent indulgence of university students or employees in unlawful activities and efficiently coordinate local governing bodies in prosecution of defaulters in case of security breach.

- Establishment of a security agency.
- Preparation and assessment of an annual risk factors.
- Identification of long-term and short-term needs.
- Integration of duties in planning process among administrators, teachers, local police and students.
- Implementation of strategies for response to identified needs.

3.2 Quality Policy

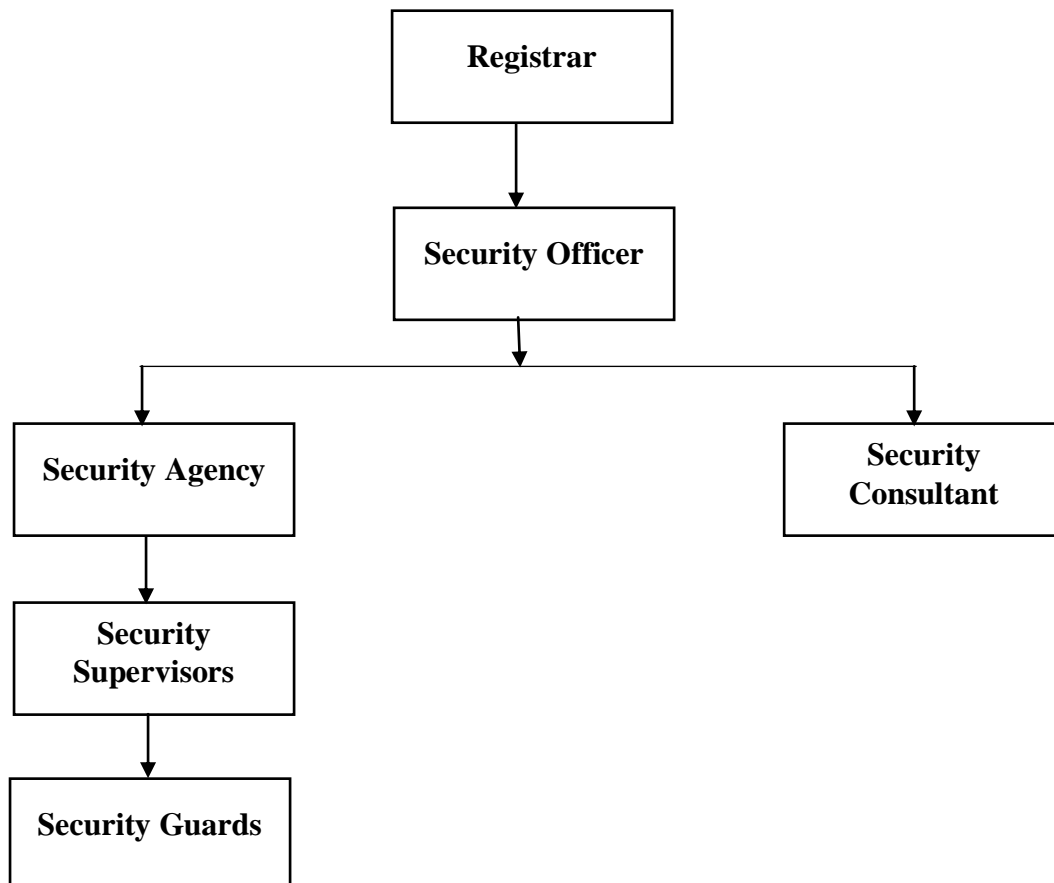
The security branch is committed to maintain a safe and secure environment for work and study, keeping proper record of the visitors with utmost accuracy, prevent unlawful activities within the campus. The activities of the security branch are conducted in accordance with the provisions of the Acts, Statues, Ordinances, and Rules & Regulations of the University, and in coordination with the Local Police and other governing bodies.

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4. Responsibilities:

4.1 Context of the Organization

4.1.1 Organization Chart



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4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Registrar	<ol style="list-style-type: none"> 1. To manage all security activities of the university. 2. To monitor and control of the security matters to keep the environment safe and secure in the university. 	<ol style="list-style-type: none"> 1. Issues Notices, Circulars related to Security. 2. Sanction approvals.
Security Officer	<ol style="list-style-type: none"> 1. To maintain lawful, secure, ragging-free and harassment-free environment in the campus. 2. To monitor physical safety of buildings by instructing the guards for locking and unlocking the doors. 3. To ensure whether the hazardous equipment in laboratories are being handled as per safety instruction. 4. To maintain the vigilant patrolling inside the campus to ensure personal, building and equipment security. 5. To take stern action in case of breach of security or violation of security protocols. 6. To prevent trespassing or unauthorized entry by a person or 	<ol style="list-style-type: none"> 1. Decision making for issuing Notices and Circulars

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	<p>group of persons.</p> <p>7. To prevent smuggling of equipment into or out of the campus.</p> <p>8. To deploy extra security guards in case of special events such as college festivals, convocation, conferences, etc.</p> <p>9. To provide for sufficient resources and security equipment for efficient implementation of law.</p> <p>10. Conducting surprise checking in order to ensure the sincerity among guards towards the fulfillment of their duties as per directions and protocol.</p> <p>11. To coordinate with police, fire safety department, and paramedics in case of accidents, acts of violence or any instance of infringement of civil law.</p>	
Security Consultant	<p>1. He has the responsibility of ensuring formulation, implementation and maintenance of Security Policies and Procedures.</p> <p>2. His advice is need in planning the security layout during special events such as fests, sports tournaments, cultural events, etc.</p>	

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	3. He is needed for consultation when disciplinary action is to be taken against people responsible for violation security regulations.	
ASO, Sunil Bhagat Security Agency	<p>1. Assignment of duties to Security Guards is done by the Security Supervisors during the Morning Shift (6 A.M.- 2 P.M.), Afternoon Shift (2 P.M. – 10 P.M.) and Night Shift (10 P.M. – 6 A.M.) and a General Shift (9 A.M.- 5:30 P.M).</p> <p>2. Process of briefing and de-briefing is followed shift wise by respective Shift supervisors / ASO.</p> <p>3. Concerned Shift Supervisor checks frequently the deployment of guards.</p>	

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Security Guards	<ol style="list-style-type: none"> 1. Assignment of duties to Security Guards is done by the Security Supervisors during the Morning Shift (6 A.M. - 2 P.M.), Afternoon Shift (2 P.M. – 10 P.M.) and Night Shift (10 P.M. – 6 A.M.) and a General Shift (9 A.M. - 5:30 P.M). 2. The incoming guard arrives at the post at-least 15 minutes before the start of his/her shift. 3. Security guards do static and physical patrol of the premises to ensure that everything is in order. 4. Proper checking of man & material is done by the Security Guards at the main gate of DTU campus. 5. Entry and Exit details of Outsiders & their vehicles are maintained by the Security staff. 6. Monitoring of CCTV surveillance is checked by the security staff. 7. Area patrolling is done round the clock by security guards. 8. Timely opening and closing of the teaching classrooms/labs/offices etc. by the security guards. 9. At the end of each day the guard 	
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	<p>ensures that the building he/she is guarding:</p> <p>10.All windows are shut.</p> <p>11.Lights are switched off (except those in working state).</p> <p>12.Doors are locked.</p> <p>13.Check the alarm system.</p> <p>14.Campus patrols are carried out by the Security guards for ensuring a safe and secure environment for staff, students, visitors and residents.</p> <p>15.Guards on patrols do the following actions:</p> <p>16.Check that security lights are ON during the night and switched OFF duringthe day and look for breaches in the perimeter fence.</p> <p>17.Inspect doors and windows of Admin Building and other departments to makesure they are securely looked.</p> <p>18.Turn off all running tapes and switch off non-essential lights.</p> <p>19.Report immediately to the Security Control Room about any anomalies that they noticed.</p> <p>20.Guards inspect and adjust security systems & equipment to ensure</p>	
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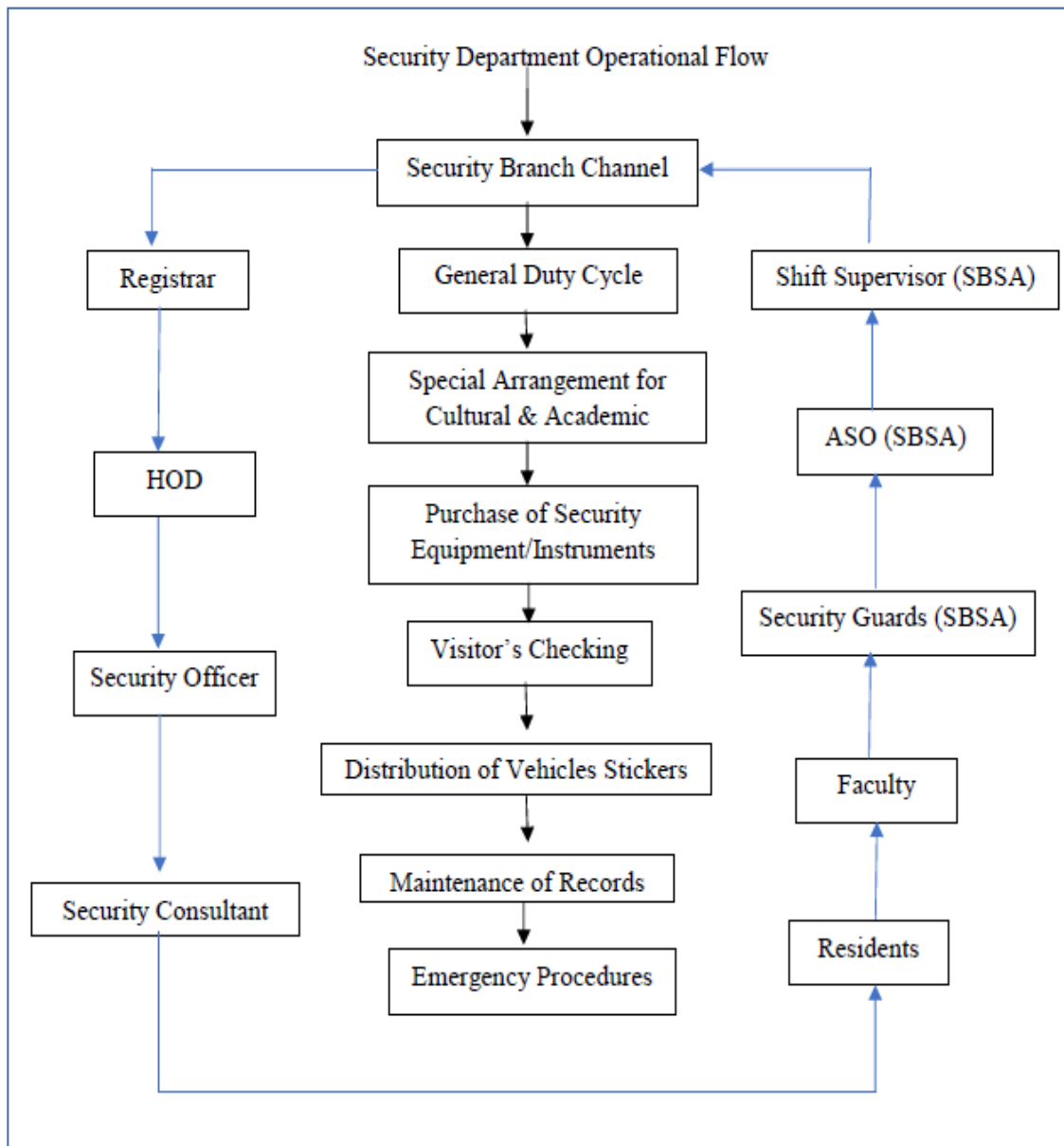
	<p>operational use and to detect sign of any damage.</p> <p>21.Guards answer alarms and investigate disturbances and respond to emergencies.</p> <p>22.Guards write the operational reports of daily activities and irregularities.</p> <p>23.Guards escort to transport individuals to specified locations.</p>	
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4.1.3 Internal Issues:

- Shortage of workforce
- Shortage of space
- Ragging
- Theft
- Vehicles Accidents

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4.1.4 Flow of Processes and Information



4.1.5 External Issues

- Terrorist Attack
- Un-Authorized Entry
- Un-Authorized activity near surrounding boundary wall

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4.1.6 Risks

- Large numbers of local people entry for walking during morning & evening time.
- Non availability of sufficient space/holding area for vehicle checking during peak hours.
- Non availability of x-ray machine at main entrance gate for frisking of begs & baggage.
- Non availability of DFMD at main entrance gate.
- Non availability of Reception facility at main entrance gate.
- Non availability of Photo identity cards to all resident family members.
- Parameter wall unsafe due to less height & without concertina wire.
- Non availability of Police verification of temporary workers/servants/casual labors etc.

4.1.7 Opportunities

4.1.8 Process & flow chart

As shown in 4.1.4

4.2 Interested Parties

4.2.1 Students

4.2.2 Parents

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of DTU and East Delhi Campus

4.2.5 Govt. of NCT of Delhi and its ministries/departments

4.2.6 Govt. of India and its ministries/ departments

4.2.7 Employers

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5. Scope:

To provide quality security services pertaining to needs of DELHI TECHNOLOGICAL UNIVERSITY & EAST DELHI CAMPUS, Delhi.

5.1 Scope of Quality Management

The branch is responsible for security of all the VIPs, students, teaching & non-teaching staff, guest, visitors, and residents. The details are given in Annexure-I.

5.2 Locations

1. Delhi Technological University, Bawana Road, Delhi – 110042
2. University School of Management and Entrepreneurship, Vivek Vihar, Delhi-110095

5.3 Exclusions

- Boundary Walls should be covered with Concertina Wire and height should be increased.
- Facility of Watch Towers in all four corners of DTU.
- Emergency alarming system should be present.
- Traffic Marshals should be present on accident prone points.
- Intelligence wing should be established.

6. Procedures

6.1 Process Management Methodology

Refer to processes and information flow chart as described at point 4.1.4.

6.2 Top Level Processes

- 6.2.1 General Duty Cycle
- 6.2.2 Special Arrangement for Cultural and Academic Activities
- 6.2.3 Purchase of Security Equipment/Instruments
- 6.2.4 Visitor's Checking

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6.2.5 Distribution of Vehicle's Stickers

6.2.6 Maintenance of Record

6.2.7 Fire

6.2.8 Evacuation

6.2.9 Medical

6.2.10 Bomb Threat

7. Complete Department Procedures

7.1 General Duty Cycle

7.1.1 Summary

- Division of guards is done by the supervisor into three shifts (i.e., for 8 hours per shift).
- Each shift starts with the briefing process of guards by shift supervisor.
- Deployment checking by the shift supervisor/ ASO/SC/SO.

7.1.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.1.3 Procedure

- a) Assignment of duties among security guards into three shift is done firstly.
- b) Maintenance of records of the distribution of duties is recorded in duty register.
- c) Duty register is checked by shift supervisor and ASO.

Checklist: Copy of Duty Register

Timeline: 24 Hrs.

7.2 Special Arrangement for Cultural and Academic Activities

7.2.1 Summary

- Special permission is granted from CA through registrar for organizing any cultural & academic activities.
- After approval, work order is send to ASO (SBSA).
- Deployment of security guards is done accordingly ensured by the ASO/DGR.

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- Arrangement of traffic and local police is made by the concerned authorities.
- Payment of bills of extra guard's duty is marked to SO through GA branch.

7.2.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.2.3 Procedure

- Notification for organizing any cultural and academic event is provided by the respective party to SO.
- Registrar will approve the respective event.
- ASO (SBSA) is informed for the need of security guards.
- Liaison of traffic and local police is done by SO/SC.
- Claim of bills regarding extra guard's duty is marked to GA branch.

Checklist: Performa to organize any event.

Timeline: 15 days prior from event's date.

7.3 Purchase of Security Equipment/Instruments

7.3.1 Summary

- A note is put up for purchase of any security equipment/instruments.
- Issue of work order is done by SO/SC.
- Bills are maintained in billing register and forward to GA branch through Registrar.

7.3.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.3.3 Procedure

- a) Preparation of a note regarding purchase of security equipment/instruments.
- b) Issuing of work order.
- c) Bills are marked to GA branch

Checklist: Copy of Note sheet

Timeline: 20 days

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7.4 Visitor's Checking

7.4.1 Summary

- To maintain a safe environment in the organization, security personnel are deployed at the main gate during day and night time.
- Checking of visitors is performed always.
- Maintenance of record is done regularly.
- Unregistered visitor's vehicles are not allowed to enter inside campus unless they have some business purpose.

7.4.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.4.3 Procedure

- a) Checking of identity proof of the respective visitor is made by the security guards at the main gate
- b) Maintenance of record of their personal details and purpose of visit.
- c) To guide the map of the location for their desired job.

Checklist: Copy of Entry Register

Timeline: 24 Hrs.

7.5 Distribution of Vehicle's Stickers

7.5.1 Summary

- Vehicle's stickers are distributed for availing the parking inside the campus in order to avoid inconvenience during daily checking procedure at main gate.
- The documents needed for issuing a sticker are photocopy of RC, driving license and photo ID.

7.5.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.5.3 Procedure

- a) Vehicle's stickers are distributed among students, teaching and non-teaching staffs.

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b) Full verification is done during issue process by the concerned authority.

c) Finally, stickers are issued after signed by concerned authority.

Checklist: Copy of Issuing Register

Timeline: Same day

7.6 Maintenance of Record

7.6.1 Summary

- All the documents related to SBSA are retained in information register.

7.6.2 Revision and Approval

- [ver. 1.0] – [20-04-2018] – [First Draft] – [Vice Chancellor]

7.6.3 Procedure

- **The information of security guards, supervisors, ASO are maintained.**

Checklist: Copy of Payment Register

Timeline: Everyday

7.7 Fire

- Activate the fire alarm and inform about this to the nearby Security guards.
- Dial the emergency contact number of DTU Security Control Room at Main Gate - 011-27299376.
- Dial the Fire Brigade Emergency Number - 102.
- Close the open doors and windows during exit and evacuate the building as soon as possible.

7.8 Evacuation

- All activities (meetings, teaching, etc.) should be stopped immediately.
- Remain calm and follow the instructions given by Security guards.
- Use the Fire exit door or any closest safe exit and don't use lift.
- Don't block the doorways and wait outside until "ALL CLEAR" announcement.

7.9 Medical

- Dial College Ambulance Number- 'Driver-Mukesh Kumar'-9136126190
- Dial direct to Ambulance Emergency Number - 102.

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7.10 Bomb Threat

Remain calm.

- Gather as much information possible from the caller.
- Inform the Local police.
- Call 100.

8 Overview

8.1 Process Sequence

Refer Flow of Process Flowchart at point 4.1.1.

9 Related Document/Forms

- 9.1 Copy of Visitors In/Out Register.
- 9.2 Copy of Girls Hostel In/Out Register.
- 9.3 Copy of Dust & Material In/Out Register.
- 9.4 Copy of Labor In/Out Register.
- 9.5 Copy of Shift Duty Register.
- 9.6 Copy of CCTV checking Register.
- 9.7 Copy of Briefing Register.
- 9.8 Copy of Lost & Found Register.
- 9.9 Attendance Register.

10 Related Forms

- 10.1 Requisition for deployment of extra Security Guards.

11 References

Refer to DTU website.

12. Attachments

- Forms can be downloaded from <https://dtu.ac.in>.

- 12.1 Performa annexed as per related documents & forms mentioned at Point 10 & 11.

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Annexure I

Scope of Quality Management System

Sr. No.	Objectives	Targets	Means & time frame	Location	Primary responsibility	Secondary responsibility
1	Protection of Man & Material	100%	As per Service Level Agreement with Sunil Bhagat Security Agency (SBSA)	DTU & East Delhi Campus	Security Officer	ASO (SBSA)
2	Issuing of Pass & Permission	Unauthorized person should not be permitted	daily	Main gate of DTU & East Campus	Security Control Room of DTU & East Campus	Security Supervisor
3	Surprise Check	To avoid Threats, Thefts, Ragging, Miscreant activity and Natural Disasters	daily	Admin. Block/Departments of various disciplines/ Hostels /Canteen/ Sports & residential complex / Parking areas, etc.	Security Officer/Consultant and ASO	Security Supervisor and Guards

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4	Inspection of Security's Document	100%	Monthly	Security Control Room & Security Office	Security Officer/Consultant	ASO & Security Supervisor
5	Briefing/De-Briefing of Security Personnel	100%	Daily	Security Control Room	Security Officer/Consultant	ASO & Security Supervisor
6	Monitoring & Checking of Men and Materials	100%	Daily	Main Gate of DTU & East Delhi Campus	Security Officer/Consultant and ASO	Security Supervisor & Guards