Delhi Technological University
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi-110042

F.DTU/EXAMINATION/87/2021/ 40 8 4

Dated: 01.09.2021

OFFICE ORDER

Subject:- Weeding out of Record

1. The competent authority has constituted the following committee to weed out the record in accordance with the weed out policy notified vide Notification No. F.No.DTU/Record Office/02/2011-12/113-123/S&P, dated 16.10.2012 & F.DTU/OE/OO/2017-18/12062, dated 22.08.2017:

   1. Sh. Kamal Pathak, Controller of Examinations - Chairperson
   2. Prof. Rajeshwari Pandey, Associate Dean (UG) - Member
   3. Prof. Rishu Chaujar, Associate Dean (PG) - Member
   4. Prof. Nitin Puri, Security & Transport Officer - Member
   5. Prof. Dinesh Chutani, Director, Recruitment - Member
   6. Dr. Ravinder Kaushik, Deputy Registrar (Examination) - Member
   7. Dr. Jitendra, Deputy Registrar (Establishment) - Member
   8. Sh. Bimal Jain, Executive Engineer - Member
   9. Sh. Pradeep Teotia, Assistant Registrar (S&P) - Member
   10. Sh. Jaspal Singh, Senior Accounts Officer - Member
   11. Sh. Jasbir Singh, Senior Accounts Officer - Member
   12. Sh. Piyush Vaish, Knowledge Network Manager - Member
   13. Sh. Anil Kumar, Deputy Registrar (G.A) & I/C Record Room - Member Secretary

2. The committee shall submit its recommendations for weeding out the record within 10 days.

3. The schedule of identifying the record for weeding out is as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Branch/Section</th>
<th>Branch In-charge</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Establishment &amp; Pension</td>
<td>Dr. Jitendra, Deputy Registrar (Establishment)</td>
<td>06.09.2021</td>
</tr>
<tr>
<td>2</td>
<td>Legal &amp; RTI</td>
<td>Dr. Ravinder Kaushik, Deputy Registrar (Examination)</td>
<td>07.09.2021</td>
</tr>
<tr>
<td>3</td>
<td>Accounts</td>
<td>Sh. Jaspal Singh, Senior Accounts Officer</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Store &amp; Purchase</td>
<td>Sh. Pradeep Teotia, Assistant Registrar (Gen. Adm.)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Council &amp; Planning</td>
<td>Sh. S.K. Khanna, Consultant Planning</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>VC Office</td>
<td>Sh. Govind, Stenographer</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Registrar Office</td>
<td>Ms. Sunila, Stenographer</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Recruitment</td>
<td>Prof. Dinesh Chutani, Director, Recruitment</td>
<td>08.09.2021</td>
</tr>
<tr>
<td>9</td>
<td>Academic UG</td>
<td>Prof. Rajeshwari Pandey, Associate Dean (UG)</td>
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</tr>
<tr>
<td>10</td>
<td>Academic PG</td>
<td>Prof. Rishu Chaujar, Associate Dean (PG)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Security &amp; Transport</td>
<td>Prof. Nitin Puri, Security &amp; Transport Officer</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Engineering Cell</td>
<td>Sh. Bimal Jain, Executive Engineer</td>
<td>09.09.2021</td>
</tr>
<tr>
<td>13</td>
<td>Computer Center</td>
<td>Sh. Piyush Vaish, Knowledge Network Manager</td>
<td></td>
</tr>
</tbody>
</table>
4. The concerned Branch In-charge / Officer shall report at the newly built Record Room at 11:00 A.M. on the above prescribed date along with the concerned staff member for identifying the weedable record and submit its list to the committee. The Branch In-charge shall also prepare the list of record to be preserved & handover the same to the In-charge of the Record Room.

(Prof. Madhusudan Singh)
Registrar

F.DTU/EXAMINATION/87/2021/ 14

Dated: 01.09.2021

Copy to:
1. PA to Vice Chancellor for kind information of the Hon’ble Vice Chancellor.
2. PA to Controller of Finance for kind information of the Controller of Finance.
3. PA to Controller of Examination for kind information of the Controller of Examination.
4. All Branch In-charges
5. All Committee members
6. Head, CC – for uploading on the website
7. Guard File.

(Prof. Madhusudan Singh)
Registrar