

MOST URGENT



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042
FAX: +91-11-27871023,
(ACCOUNTS BRANCH)

No.F.5/ DTU/Accounts/2023-24/1966/963

Dated: 06.11.2023

CIRCULAR

It has been observed that the bearer/open Cheque for various purposes such as advances, Imprest or against other sanctions are being received without authority letter by staff of the concerned branch.

Hence it is requested that the bearer/open Cheque may be collected/received either by the concerned officer himself or by any authorized person along-with authority letter.

No bearer/open Cheque will be issued to any other person from the department without authority letter.

Narendra Dev
06/11/2023
(PROF. NIRENDRA DEV)

CONTROLLER OF FINANCE

Copy To:

- 1) The Registrar, DTU for kind Information
- 2) All HODs/ DEANS/ COE/ CPO/ DR(GA)/ AR(S&P) and OICs for information and necessary compliance.
- 3) Director EDC, for information and necessary compliance.
- 4) Concerned Dealing Assistants of the Accounts Branch for strict Compliance of the guidelines.
- 5) Head(CC) with the request to upload the office order on University Website.
- 6) Guard File.

Mahesh Kumar
(MAHESH KUMAR) 6/11/23

DY. CONTROLLER of ACCOUNTS