



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi-42

12/c

No. DTU/PG/2015/101-34160

Dated:- 2/12/15

## Office Order

The Hon'ble Vice Chancellor is pleased to grant the approval for issuing the guidelines/norms for making expenditure to conduct the DRCs/SRC/BoS. The details of expenditure with ceiling are given below:-

| S.No. | Activity  | Charges   | Remarks  |
|-------|---|---|--|
| 1     | Honorarium for DRC/SRC/BoS                              | Professor/Associate Professors/ Assistant Professor Rs. 3,000/- | Only for the outside experts   |
| 2     | Honorarium for final viva-Voce Lunch during DRC/SRC/BoS | Rs. 250/- per plate   | For 5-10 persons as certified by the respective HoD  |
| 3     | Expenditure on Refreshment for DRC/SRC/BoS              | Rs. 40/- per plate  | 10-20 persons as certified by HoD  |
| 4     | TA  | Travelled by Air as per entitlement                             | As per Govt. norms Economy class   |
|       |   | By train and Bus  | Actual basis   |
|       |   | By taxi (within NCR region)<br>By taxi (outside NCR region)     | Rs. 14 per KM or minimum Rs. 1,200/-<br>2x 400 = 800 KM (max.) (Both side) @ Rs. 14 per KM on actual basis<br>Beyond 800km @ 14 KM with perior approval of Hon'ble VC. |
|       |   | Taxi charges-outsid NCR   | Own car with perior approval of of Hon'ble VC.   |
|       | Accommodation in University Guest House                 | Waive off guest House charges                                   | 2 days<br>After 2 days approval of the Hon'ble VC is required.   |

*Anil Kumar*  
(Anil Kumar)  
Asst. Registrar (IRD)

Copy to the following for information:

1. P.A. to the Hon' ble Vice Chancellor;
2. P.A. to the Pro Vice Chancellor;
3. P.A. to Registrar;
4. All Deans & HoDs;
5. Librarian
6. Dy. Registrar (F/A), All Assistant Registrars;
7. Guard file

*circulated*  
*SK*  
14/12/15

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|--------------------|--------------------|
| Dr. H.C. Taneja    | Dr. R.Srivastava   |
| Dr. Mukti Acharya  | Dr. Naokant Deo    |
| Dr. L.N.Das        | Dr. S.S.P Kumar    |
| Dr. Sangita Kansal | Dr. Suresh Kumar   |
| Dr. C. Singh       | Dr. Vivek Aggarwal |
| Dr. Anjana Gupta   |                    |