

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/2024-25/1966/ 611

Dated: 22/10/2024

OFFICE ORDER

As approved by Board of Management, DTU in its 52nd meeting held on 26.09.2024 the Imprest powers of various Heads of the Departments of DTU has been enhanced to Rs. 50,000/- form earlier Rs. 20,000/-.

Further, petty cash payments for local purchases are met out of permanent cash imprest available with the Head of office and recoupment bill duly supported by sub-vouchers (where necessary) is required to be preferred periodically to the Accounts Office for replenishment of the imprest.

This is for your kind information.

Narendra Dev
22/10/2024
(PROF. NIRENDRA DEV)
CONTROLLER OF FINANCE

Copy To:

- 1) The Hon`ble VC, DTU for kind information
- 2) The Registrar, DTU for kind Information
- 3) All HODs/ DEANS/ COE and OICs for information and necessary compliance.
- 4) Director EDC, for information and necessary compliance.
- 5) Director IQAC, for information and necessary compliance.
- 6) Head(CC) with the request to upload the office order on University Website.
- 7) Guard File.

Mahesh Kumar
(MAHESH KUMAR) 22/10
DY. CONTROLLER of ACCOUNTS