



# DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)  
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DTU/G.A/(149)/2025-26/1549/1019-22

Date: 17.07.2025

## CIRCULAR

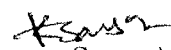
It has been observed that most of the indents for publication of advertisements in newspapers are being sent to General Administration branch only one or two days before the date of intended publication. The process to publish the advertisement involves designing of the advertisement by the agency, verifying the content by the indentor and financial approval from the Competent Authority, which requires sufficient time, to process and publish the advertisement.

To ensure smooth and timely processing of the indent, all the HODs/Branch In-Charges/Indentor are requested to provide following details: -

1. A copy of the prior Administrative approval of the Competent Authority for the publication of the Advertisement. GA Section shall not obtain the Administrative approval.
2. Name of the Newspapers as well mentioning the Editions i.e. Delhi/Delhi+NCR/All India
3. Submit file / application / requests at least **15 working days** prior to the date of intended publication.
4. The soft copy of the content which needs to be published, must be sent at the e-mail: ga@dtu.ac.in.

Subsequent to receiving all above documents, GA section shall process for designing, composition of the advertisement by the empanelled advertisement agency and then for seeking expenditure sanction of Competent Authority accordingly.

This issue with the prior approval of the Competent Authority.

  
(Kuldeep Kumar Sarsar)  
Section Officer (Gen. Admn.)

Copy to: -

1. All Deans
2. All HODs/Directors/Librarian/Branch In-Charges/EDC/CoF/DDO.
3. Head, CC with the request to upload the circular on the DTU website.
4. Circular File.