



# DELHI TECHNOLOGICAL UNIVERSITY

(Erstwhile Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi - 110042

No. F. DTU/DDE/2024-25/15/ 802

Dated: 20/06/2025

## OFFICE ORDER

This is in continuation of the notification No. DTU/PRO/PDF/2024-25/32/2813 & DTU/DDE/2024-25/010/2814 dated 11.03.2025, regarding guidelines for Professional Development Fund (PDF) for the regular faculty members and constitution of committee for recommendations to utilise and evaluate the claims under PDF, all the faculty members are hereby informed that the proposal for utilisation/claims under PDF will be processed in the following manner:

1. The faculty concern will submit his/her request along-with the necessary supporting documents to the HoD of the concern department;
2. HoD with his/her specific recommendations will send the case to the Chairperson, PDF Evaluation Committee;
3. PDF Evaluation Committee will examine the request as per PDF guidelines issued time to time and give its recommendation.
4. Chairperson, PDF Evaluation Committee will send the file along with recommendations of the committee to the Registrar for further approval of the Competent Authority through Establishment Branch.
5. Registrar will communicate the decision of the Competent Authority to the concerned faculty (through concerned HoD) with the intimation to the Chairperson, PDF Evaluation Committee.

This issues with the approval of the Competent Authority.

*Nirendra Dev*  
19/06/2025

(Prof. Nirendra Dev)

Registrar

Dated: 20/06/2025

No. F. DTU/DDE/2024-25/15/ 802

Copy to:

1. PA to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of Registrar.
3. PA to CoF, for kind information to CoF.
4. All Deans & Directors, DTU.
5. Chairperson, PDF Evaluation Committee.
6. All HoDs for vide circulation among the faculty members of their respective Departments.
7. All Branch In-charges.
8. Head, CC with the request to upload the same on the University website.
9. Guard File.

(Dr. R. Kaushik)  
Dy. Registrar(Estt.)