



DELHI TECHNOLOGICAL UNIVERSITY
Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

F.No.: DTU/Reg/00/2024-25/92

Dated: 25/03/2025

OFFICE ORDER

Sub: Separation of Store & Purchase Section

The Competent Authority has decided that Store & Purchase Section shall now function as two separate Sections – Store Section & Purchase Section and these 02 branches will operate independently under overall supervision of two different Officers/Officer Incharge.

The administrative structure of the Store Section & Purchase Section shall comprise of the following Officials:-

I Store Section:


S.No.	Name & Designation of the Officials
1.	Dr. Rajesh Birok, OIC (Store Section)
2.	Section Officer (01)
3.	Sh. A.K. Pandey, Chief Store Keeper
4.	Asstt. Store Keeper (02) (For Consumable Items & Non Consumable Items)
5.	MTS (as per requirement)

II Purchase Section:

S.No.	Name & Designation of the Officials
1.	Dr. Geeta Singh, OIC (Purchase Section)
2.	Section Officer (01)
3.	Sh. A.K. Pandey, Chief Store Keeper (Dual charge) *
4.	Junior Office Assistant (04)
5.	MTS (as per requirement)

*Sh. A.K. Pandey, Chief Store Keeper will be performing dual responsibilities both in Store and Purchase Section till further orders.

Store & Purchase Sections shall stand separated with immediate effect. Further, both Sections will devise/revise their SOPs & get it notified with approval of the Competent Authority.



(Prof. Madhusudan Singh)
Registrar

F.No.: DTU/Reg/OO/2024-25/92

Dated: 25/03/2025

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor
2. All Deans/HoDs
3. Dr. Rajesh Birok, OIC (Store Section)
4. Dr. Geeta Singh, OIC (Purchase Section)
5. Sh. A.K. Pandey, Chief Store Keeper
6. Controller of Examination/ Controller of Finance/Chief Operating Officer
7. All Branch In-Charges
8. HoD (CC) with the request to upload on University website


(Prof. Madhusudan Singh)
Registrar