



DELHI TECHNOLOGICAL UNIVERSITY

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



F.DTU/Vig./2024/26/491

11/3/2024
Dated: 08/03/2024

Memorandum

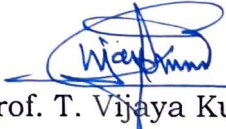
Sub: Maintenance and archiving of records

During examining one of the cases in Vigilance Section, the enquiry committee directed to present, before the committee, records pertaining to the attendance marked by the Charged Official on some specific dates. The relevant attendance registers were considered substantial to substantiate the charges framed by the DTU as per approval of the Disciplinary Authority. In response to the requisitions sent by the Vigilance Section to various concerned departments, sections and record room; it was informed by that the said required attendance register is 'not available'.

Non-availability and non-production of records puts the Inquiring Authority/ Disciplinary Authority at disadvantage for supporting the vigilance case or any other disciplinary proceedings. This situation puts DTU at embarrassing situation in disciplinary proceedings and court cases.

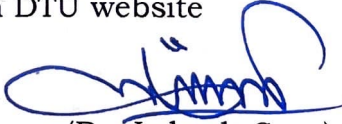
Therefore, all departments and sections are advised to maintain proper records as per relevant government and DTU Record retention schedule/ rules. Further, no record should be disposed of or weeded out without approval of the Competent Authority. It is further advised that digitised copies of the records be kept before weeding out of the records. An appropriate policy/ SOP in this regard may be framed by the concerned section.

This issues with the approval of the Competent Authority for strict compliance.


(Prof. T. Vijaya Kumar)
Chief Vigilance Officer

To,

1. PA to VC for information of Hon'ble Vice Chancellor
2. PA to Registrar
3. All HoDs/Deans/Branch-in-charges
4. DR (GA)/ Record Officer, DTU: For preparation of SOP
5. Director, IQAC, DTU
6. COO, Computer Centre: with the request to upload on DTU website


(Dr. Lokesh Garg)
Assistant Registrar (Vig.)