



# DELHI TECHNOLOGICAL UNIVERSITY

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DTU/G.A./038/2012-13/553/P/1573-77

Date: 20.03.2024

## CIRCULAR

It is to inform all that, the responsibilities of the (Multi-Tasking Staff) M.T.S/Attendants as per the Office Memorandum issued by DoP&T vide No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 are as per details given below: -

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the Section/Unit.
3. Carrying of files & other papers within the building.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the Sections/Unit.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Work related to his ITI qualification, if it exists
14. Driving of vehicles, if in possession of valid driving license
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by superior authority.

**NOTE:** The above list of duties is only illustrative and not exhaustive. Deptt. is free to add to the list, duties of similar nature ordinarily performed by officials at this level. All the Departments/Branch/Centre of the University may use it and take necessary action in the matter.

(Prof. Madhusudan Singh)  
Registrar, DTU

**Copy to: -**

1. PA to HVC : for kind information of HVC, please.
2. All Deans with a request of compliance of the same.
3. All HODs/Branch In-Charges with request of compliance of the same.
4. Head, CC with the request to upload the circular on the DTU website.
5. Circular File.

(Dr. Anil Kumar)  
Dy. Registrar (Gen. Admin.)