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## VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi, P.O. Box No. 2101

Delhi - 110 007

VPCI/Admn./Circular/2023/ ९२८३

February 24, 2023

### Circular

The VPCI is organizing one week training programme for non-teaching staff on the subject relating to administration/financial/skill enhancement from 1<sup>st</sup> March, 2023 to 7<sup>th</sup> March, 2023 (excluding 4<sup>th</sup> & 5<sup>th</sup> March, 2023 being Saturday & Sunday) in the Paintal Memorial Golden Jubilee Auditorium (100 seaters lecture hall), as per schedule given below:

- 11:00 a.m. to 1:00 p.m. – Lecture Programme
- 02:00 p.m. to 05:00 p.m. – On the job training

All the concerned non-teaching staff are requested to attend the training programme. It is also requested to strictly adhere to the protocols of COVID-19 during the training programme.

This is issued with the approval of the Competent Authority

  
Deputy Registrar

To

- All HoDs/Sectional In-charge/Staff
- All Notice Boards
- VPCI Website
- S.O. (Admn) – For necessary arrangement
- Sh. Satish Kumar, S.O. (A/cs) - For necessary arrangement reg. refreshment and payment of external expert.
- JE (C)- For necessary arrangements
- Mr. Tarun Malhotra – For photography arrangement