



VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI

P.O. Box No.2101,
DELHI-110007

VPCI/Accts./2022-23/2564

29th Mar, 2023

CIRCULAR

All concerned employees of this Institute are hereby informed that the items for daily use viz. stationery, printer cartridges etc. are available in the VPCI Central Store for issue, for the purpose of official use and therefore, shall not be purchased from the Imprest /Advance money.

It is observed that employees of the Institute are purchasing the said items from Imprest/Advance money. As such all are hereby informed that before purchasing any such items a non-availability certificate must be obtained from store.

The above information should be noted by all for strict compliance.


Deputy Registrar

To,

1. All HOD's (with a request to circulate in the department concerned)
2. All Notice Boards
3. Website Division – for uploading the same on Institute Website
4. Master File


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29/3