

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI-110 007

VPCI/Admn.II/Misc./2024/1126

26th September, 2024

CIRCULAR

On 26.09.2024 between 9:30 – 10:30 a.m., a surprise visit was conducted by the Competent Authority in the sections/departments/library/laboratories etc., it was observed that many members from the staff/faculty/library staff/PG students were found not available in their work stations. Further, the state of cleanliness of the departments/laboratories/library is not upto the mark. In most places, unnecessary items such as empty boxes/unserviceable items have been kept at places obstructing the passage area. The Competent Authority has taken a serious view of the same especially absenteeism of the faculty/staff.

In view of the above, all faculty/staff/library staff/PG students are required to be available in their work stations on promulgated time from 9:00 a.m. to 5:30 p.m. and maintain the punctuality & decorum of the office/departments/library.

Further any leave on account of attending seminar/workshop outside the Institute shall be informed/approved prior by the Competent Authority. In future, any breach will be dealt with as per rules.

This issues with the approval of the Competent Authority.


Deputy Registrar

To

All Head of the Departments/Sections/Library

Copy to:

- PS to Director – for information to the Director
- Assistant Registrar (Admn.I)
- Assistant Registrar (Admn.II)
- Website Division – for uploading on the website
- Notice Boards
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