



VALLABHBHAI PATEL CHEST INSTITUTE
University of Delhi,
Delhi - 110 007

E-mail : admin@vpci.org.in
Phone : +91 (011) 27402423
+91 (011) 27666832
Website : www.vpci.org.in

Ref.No. Admn-II/Sp.Campaign 4.0/2024/ 1283

Date: 21.10.2024
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CIRCULAR

With Reference to implementation of the **Special Campaign 4.0** for Institutionalizing Swachhta and Minimizing Pendency in Government Offices from 02nd to 31st October 2024 and the MOHFW's directions in this regard, all heads of departments / sections are requested to identify physical files to be weeded out in their respective department/sections and further submit the data to the Nodal Officer, Dr. Vishal Bansal on daily basis by 12:00 pm till the end of campaign period i.e. upto 31.10.2024 in the following format, so that a consolidated report along with other data shall be prepared and sent to the Ministry as required by them on daily basis:-

	Parameters under Swachhta Campaign	Target	Achieved	%age achieved
1	Physical files to be reviewed (in numbers)			
2	Files to be identified for Weeding (in numbers)			

This issues with the approval of the competent authority.

AR(Admn-II)

CC to:

1. PS to Director for information
2. PA to Deputy Registrar for information
3. Dr. Vishal Bansal, Nodal Officer
– For n.a. please.
4. All HoDs / Sectional In charges
5. Notice Boards
6. Website Division - for uploading on the VPCI website