



# VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI

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

No. VPCI/Accts./Advance/2025-26/ 2145

March 06, 2026

## CIRCULAR

It has been noticed that the Advances/Imprest are granted to the officer/staff members for various administrative reasons and the said advance to be settled/adjusted urgently. To streamline timely settlement of claim without any further delay due to any official formality/interruption and procedure, the withdrawal & settlement of advance (Incl. Imprest), all concerned staff members of the Institute are advised to adhere to the instructions, who have drawn advance/Imprest money for the official purposes. As the Financial Year 2025-26 is inching towards the end therefore it is requested to kindly settle the advance on or before 31-03-2026 positively.

Further, no fresh advance for purchase will be sanctioned or disbursed during the month of March-2026.

This issues with the approval of Competent Authority.

Assistant Registrar (Accounts)

Assistant Registrar (Accts)  
V.P. Chest Institute  
University of Delhi  
Delhi-110007

To,

1. PS to Director for kind information to the Director.
2. PA to Dy. Registrar.
3. All HOD's (with a request to disseminate the above circular among the faculty/staff of their department).
4. Website Division to upload the circular on Institute website.
5. Master File.