

NOTICE

Revised Guidelines for Submission of Internal Requisition Form and Payment Slip

With a view to ensuring transparency, accuracy and timely processing of requisition forms, and to prevent any misuse of the facilities of the Centre, the following requirements are hereby made mandatory with immediate effect:

1. Requisition forms submitted in the name of students and undersigned by faculty members of the colleges of the University of Delhi shall be accepted only upon authentication by the student's valid identity card. A legible copy of the student's ID card must be submitted along with the requisition form, and the original ID card shall be produced for verification at the Centre, if required.

2. Requisition forms submitted in the name of faculty members of the University of Delhi shall be accepted only if the payment slip is generated using the official email ID of the same concerned faculty member. Payment slips generated through any other email ID shall not be accepted.

Requisitions that do not comply with the above requirements will not be processed and may be returned to the submitting person. The faculty member signing a requisition form shall remain responsible for the correctness of the details certified therein.

All Heads of Departments and Principals / Directors of Colleges are requested to kindly bring this circular to the notice of all faculty members, research supervisors and research scholars under them for strict compliance.

Your cooperation will help in the smooth and timely processing of requisitions for sample testing.


27.10.2024

निदेशक/Director
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