



श्री वेंकटेश्वर महाविद्यालय  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
(दिल्ली विश्वविद्यालय)  
University of Delhi



प्रोफेसर वज्जला रवि  
प्राचार्य

Prof Vajala Ravi  
Principal

Ref No : SVC/AO/2026/P/35

17th February, 2026

कार्यालय आदेश/ Office Order

**Subject :- Issuance of Acknowledgement Receipt for submission of Medical Bills for Reimbursement**

In continuation of the Office Order issued vide Ref. No. SVC/AO/2026/P/33 dated 16 February 2026 on the subject noted above, all employees and/or retired employees are hereby requested to submit the requisite information in the prescribed format for issuance of an Acknowledgement Receipt immediately upon submission of Medical Bills for reimbursement.

**The Medical Reimbursement Form, duly completed in all respects, may be submitted to the concerned incumbent on all working days between 2:00 PM and 5:00 PM, positively, for further necessary action in the matter.**

**Further, the concerned staff member(s) deputed for issuance of the Acknowledgement Receipt shall ensure that the same is issued promptly, clearly mentioning the Account Diary Number at the top of the receipt.**

The active cooperation of all concerned in streamlining this process and minimizing documentation-related disputes shall be highly appreciated.

प्राचार्य  
Principal

श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Copy forwarded for information and necessary action to the Teacher-in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), Principal's office, All Concerned, Staff Notice Board, College Website; and File.

प्रशासनिक अधिकारी  
Administrative Officer

श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21