

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)**

No. NIHFW/WS/10-1/2014/Part 2

Dated: 08.01.2019

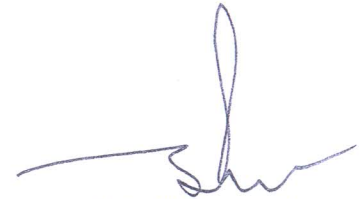
Circular

Sub: Allotment of staff quarter for Institute's regular employees - reg.

All the employees of the Institute are hereby informed that application regarding inclusion of the name of the employees in the priority list for the staff quarter may henceforth be only forwarded through R & I Unit of the Institute with a Dy. No. so that his/her name may be included in the priority list to be uploaded on the website of the Institute in the subsequent month as per rule. Besides this, copy of the application may be sent simultaneously to WMO through e-mail on same day to ensure a fair and transparent record and to avoid any grievance.

After uploading of the list of the vacant staff quarter and priority list for allotment of staff quarter on the website of the Institute, application form for allotment of Residential Accommodation through choice based system of allotment may hereafter be forwarded to Workshop & Maintenance Section through R & I Unit of the Institute. Besides this, copy of the application may be sent simultaneously to WMO through e-mail on same day to ensure a fair and transparent record and to avoid any grievance. The e-mail ID of WMO is spsinghwmo@nihfw.org. For any difficulty, assistants of computer centre may also be taken.

This issues with the approval of Director, NIHFW.



(Anil Kumar)
Deputy Director (Admn.)

Copy to:

1. All HODs and Sectional Head - with a request to kindly bring it to the notice of the all the employees working under them.
2. Faculty In-charge, WM Section, NIHFW.
3. PA to Director, NIHFW.
4. PA to D.D (Admn.), NIHFW.
5. Incharge, Computer Centre, NIHFW with a request to kindly upload this circular on the website of the Institute and also extend assistance to any employee, in case of a difficulty.
6. Incharge R & I Unit, NIHFW.
7. All Notice Boards.