



F.No. 8-1/ Midterm PAC/2020-Acad.  
**THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE**  
(Academic Section)

Dated: 05.11.2020

## CIRCULAR

**Sub: A Mid Term meeting of Programme Advisory Committee (PAC) of the NIHFW to be held on 25<sup>th</sup> November, 2020 from 10:00 A.M. onward in the Conference Hall on the 2<sup>nd</sup> floor of Teaching Block of the NIHFW.**

The Mid Term meeting of Programme Advisory Committee (PAC) of the NIHFW is scheduled to be held on 25<sup>th</sup> November, 2020 from 10:00 A.M. onward in the **Conference Hall on the 2<sup>nd</sup> floor of Teaching Block of the NIHFW.**

As already directed by Chairman of the Governing Body of the NIHFW, participation in the PAC meeting by all faculty members of the Institute, is mandatory. Officers on leave (except medical leave) are also requested to attend meeting.

It will be ensured to restrict attendance in the meeting due to Covid infection risk. All Heads of Departments are requested to ensure that all faculty members, Principal & Co-investigators of academic activities to attend this meeting. They are also requested to be ready with their presentations not exceeding 10 minutes. Further, all concerned are requested to be present in the Conference Hall well before the start of the meeting.

Necessary instructions regarding precautions as per government guidelines would be ensured during the meeting

Working lunch will be served during the course of the meeting.

This issues with the approval of Director.

  
(Prof. V.K. Tiwari)  
Dean of Studies

All HODs  
All Faculty Members  
Principal & Co-investigators  
PA to Director  
PA to Dean  
PA to Acting DD (A)

### Copy to:

1. Chairperson, Hostel Committee – for making arrangements of Cold Water/Cold Drink, High Tea with snacks (3:15 pm) and working lunch at 1:00 pm for approx 40 persons as per norm.
2. Section Officer (Accounts) to make advance arrangement for payment of TA/DA as per rules.
3. WMO for making Conference Hall on the 2<sup>nd</sup> floor of Teaching Block ready, Security and putting indicators/banners etc.
4. Incharge (Academic) to contact PAC members for availability and requirement of vehicle, if any.
5. Shri S.P.Singh, Transport Supervisor for vehicle as per requirement.
6. Sub-Dean – facilitating the smooth conduct of activity.
7. Shri Pawan Kumar, (AV) for providing of Laptop Projection, Cordless, Microphone, Pointer.
8. Shri AAA Khan – for photographic coverage.
9. Incharge Computer Centre – Kindly put on the NIHFW website.
10. Shri Lav Kush, Hostel Warden for accommodations of PAC members as per requirements.
11. WMO/Caretaker should ensure functioning of Diesel Generator in case of electricity failure.
12. Receptionist.
13. Attendant, Conference Hall on the 2<sup>nd</sup> floor of Teaching Block.