

The National Institute of Health and Family Welfare
(Workshop & Maintenance Section)

File No : WMS-37/33/2023-WMS

Date: 3rd Nov, 2023

CIRCULAR

Sub: Disposal of Unserviceable/scrap items of the Institute-reg.

Reference to the above mentioned subject, it is pertinent to mention here that as a part of the cleanliness campaign 3.0 in the Institute from the month of October, all the departments heads, Section officers, staff, etc. have made an important contribution in the disposal of the scrap items like waste paper, furniture, iron scrap etc. It has also observed that some departments still have scrap items like old broken furniture (Chairs, table etc.), useless / broken cupboards are also available for disposal.

Therefore, all the department heads / Section heads etc. are requested to hand over the scrap items lying in their departments to the Workshop & Maintenance Section by 20.11.2023, so that the scrap may be disposed accordingly by WMS.

This issues with the approval of the Competent authority.


(Amar Nath Gupta), 3/11/23

Workshop & Maintenance Officer

Copy to:-

- All Department heads/Section Officers,
- SPA to Director,
- PA to DD (A),
- Notice Board