

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
( WORKSHOP & MAINTENANCE SECTION )**

No. NIHFW/WS/20-52/2017

Dated: 02.09.2019

**Circular**

**Sub: Enforcement of security measures in respect of vehicles being parked in the NIHFW Residential premises.**

Complaints have been received from the residents of the Institute regarding the parking problem in their E1 & E2 block as residents of other blocks are parking their vehicles in these blocks.

In order to resolve the problem, it has been decided that the residents of Type A, B, C, D, & E-I and E-II block are requested to provide the details of the vehicles (i.e. two wheelers and four wheelers) along with photocopy of the RC to Workshop & Maintenance Section so as to issue a valid new parking sticker being printed. It is further requested that the residents to provide the information regarding their intercom and mobile No. to facilitate the security guards to monitor and facilitate the entry and parking of the vehicles in the campus. The information may be provided in the following format urgently:

Name of the Resident	Block	Staff Quarter No.	Intercom No./Mobile No.	Details of Vehicle No. (Two wheeler and four wheeler)*

\*Please attach a self-attested copy of RC of vehicle(s)

The information may reach the WM Section latest by 09.09.2019. Otherwise, outside vehicles will not allowed to enter and park in the Institute premises from 13.09.2019 without the confirmation of allottee residents on intercom/mobile by security guards.

This issues with the approval of competent authority.



( S.P. Singh )

Workshop & Maintenance Officer

**Copy to:**

1. All the HODs/Sectional Heads with a request to bring it to the notice of staff working under them.
2. Notice Board, RWA, NIHFW.
3. PA to Director, NIHFW.
4. PA to Dy. Director, NIHFW.
5. Notice Boards.