

Important

F.No. A. 14016/1/2007-Admn.I/Part File-1
The National Institute of Health and Family Welfare
(Administration-I Section)

The dated 9th January, 2019

Office Order

Instances have been noticed that some of the employees of the Institute leave their headquarter (NIHFW, New Delhi) and proceed outstation without seeking prior permission to leave the station / headquarter. Leaving Station/ Headquarter without giving prior information is a misconduct as per CCS (CCA) Conduct Rules and also causes difficulties for controlling authority to handle exigencies of official work.

A serious view in this regard has been taken by the Head of the Institute and therefore all employees of the Institute including project staff are directed to seek prior permission / approval of their controlling authority before proceeding outstations on leave or otherwise. Non-adherence to the instructions / directions may lead to disciplinary proceedings / administrative action, as deem fit against such defaulting employees.

All HoDs / Sectional Heads are requested to bring these to the notice of all the employees under them for strict compliance.

This issues with the approval of the Director, NIHFW.



(Anil Kumar)
Deputy Director (Admn.)

Copy to:

1. All HODs/ Faculty In-charge / Section Heads/Nodal Officers of all Projects – with the request to bring it to the notice of all staff members working under them
2. P.A. to Director / Dean of Studies / D.D (Admn.)
3. In-charge, Computer Centre – with a request to upload on the website of the Institute
4. All Notice Boards