

Revised.

**The National Institute of Health and Family Welfare
(Admn.I Section)**

No. A.14016/1/2017-Admn.I/Part file-2

Date: 11.01.2021

OFFICE ORDER

In supersession of the office order of even No. dated 22.12.2020 and office order No. NIHFW/DIR/1-2/2020 dated 22.06.2020, it has been decided by the competent authority that henceforth the following officers shall function as Faculty In-charge of the various workshop & maintenance services/activities as mentioned against their names as per details given below:

Sl. No.	Section	Name of the Faculty Incharge	Assistant to the faculty Incharge
1.	Security Services	Dr. Ramachandra Rao Sathuluri, Reader, Department of RBM.	Dr. Manisha, ARO (HG), Deptt. of Education & Training.
2.	Transport Services	Dr. Sarita Gautam, Asstt. Professor, Deptt. of Social Sciences	Shri Bacchu Singh, ARO, Deptt. of Planning and Evaluation
3.	Horticulture	Dr. Nanthini Subbiah, Professor, Deptt. of CHA	Dr. Raj Narayan, ARO (HG), Deptt. of Management Sciences
4.	Lift and Pump Operation	Dr. Ankur Yadav, Assistant Professor, Deptt. of Communication	Ms. Reeta Rani, ARO (HG), Deptt. of CHA.
5.	Electricity and Related Services	Dr. D.K. Yadav, Assistant Professor, Deptt. of S & D	Dr. Rekha Meena, ARO (RBM)
6.	Civil Maintenance	Dr. Mihir Kumar Mallick, Prof. and Actg. Head, Deptt. of Management Sciences.	Ms. Vaishali , ARO (HG), Deptt. of Epidemiology.
7.	Land related matter	Prof. V.K. Tiwari, Professor and Head, Department of P & E.	Ms. Bhavna Kathuria, ARO (HG), Deptt. of Epidemiology.
8.	Fire Fighting	Dr. Meerambika Mahapatra, Professor, Department of Social Sciences.	Shri Y.K. Singhal, ARO (HG), Deptt. of Communication
9.	Housekeeping	Dr. Monika Saini, Assistant Professor	Shri Subhash Chand, ARO (HG), Deptt. of S & D
10.	Water and Sewerage	Prof. P. Swain, Professor and HOD, Deptt. of S & D	Shri Lakhan Lal Meena, ARO (HG), Deptt. of MCHA
11.	National Documentation Centre	Prof. Meerambika Mahapatro, Department of Social Sciences	Dr. Sherin Raj T.P., ARO (HG), Deptt. of Planning & Evaluation.

The faculty incharge and his/her assistant will make overall supervision of concerning various activities related to their respective field. They will overall supervise the functioning of the activities mentioned above. They will also be responsible for day to day activities, administrative matters and suggest the method of improvement and standardization of services. They should submit their proposal regarding improvement and standardization of services by 1st February, 2021. They will report to the Director, NIHFW through Dy. Director (Admn.).

This issues with the approval of Director, NIHFW.



(Prof. Mihir Kumar Mallick)
Actg. Dy. Director (Admin.)

Copy to:

1. All the concerned officers.
2. All HoDs/section Head,
3. SPA to Director/PA to Dy. Director (Admin.)
4. Incharge, Computer Centre – with a request to upload on the website of the Institute.