

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
( Administration I Section )**

No.A.11013/1/2021-Admn.I

Dated: 04.06.2021

**Office Memorandum**

**Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID 19) - Attendance of Central Government officials-regarding.**

In continuation of O.M. of even no. dated 30.04.2021 and 06.05.2021 the physical attendance will continue in office be restricted to 50% of the actual overall strength. Rosters for their attendance to be prepared by concerned Head of Departments/Sectional Heads/Nodal Officers at present w.e.f. 07.06.2021 to 15.06.2021. Head of Departments/Sectional Heads/Nodal Officers can, however, call for more than 50% physical attendance of any of the categories of officials in their wings, if required due to administrative exigencies. Further, all the HODs/Sectional Heads to see that all their activities are completed in time.

2. Other terms and conditions will remain unchanged.
3. This issues with the approval of Director, NIHFW.



( Dr. J.P. Shivdasani )  
Actg. Dy. Director (Admn.)

Copy to:

1. All Head of Departments/Section Heads/Nodal Officers of the various projects.
2. SPA to Director, NIHFW
3. PA to Dy. Director (Admn.), NIHFW.