

**The National Institute of Health and Family Welfare**

(Academic Section)

17<sup>th</sup> March, 2021

**Circular**

With reference to note dated 12<sup>th</sup> March, 2021, Training Course on Scientific Writing to be held on 17<sup>th</sup> to 19<sup>th</sup> March, 2021 on Virtual mode.

The following arrangement for the Training Course has to be done.

1.	Course Coordinator	Dr. Renu Shahrawat
2.	Course Co-coordinators	Dr. S.R. Rao Dr. Geetanjaly Singh
3.	Course Associate	Mrs. Rita Rani
4.	Tea or Coffee to be served with snacks at 10.00 AM and 3.00 PM.	Mr. Lav Kush, Hostel Warden
5.	Xeroxing work	Mr. S.K. Gayan I/c, (Press)
6.	Maintenance and other arrangements	WMO

All the concerned staff to be present at 9.00 am on the above mentioned dates.

This issues with the approval of the Director.

  
(Dr. Vandana Bhattacharya)  
Incharge (Acad. Section)

Copy to:

1. PA to Director
2. PA to Dean
3. PA to D.D.(A)
4. WMO, NIHFW
5. Workshop & Maintenance Section should ensure functioning of Diesel Generator in case of electricity failure, J.E. Civil/Electricity Supervisor.
6. Dr. J.P. Shivdasani, I/c, Computer Center.
7. Mr. Lav Kush, Hostel Warden,
8. Section officer (Accounts)
9. Receptionist NIHFW, Security Officer Main Gate-I.