

Urgent/Time Bound

The National Institute of Health and Family Welfare
(Computer Centre)


September 23, 2019

OFFICE MEMORANDUM

Sub: Updation of NIHFV Telephone Directory – reg

The undersigned is directed to refer to Ministry's O.M. No. Z.28020/61/2019-CDN dated 13th September 2019 (copy enclosed) regarding the above mentioned subject. In order to facilitate the printing of a New Telephone Directory, all the heads of departments, sections and units of NIHFV are requested to provide the latest contact details of the faculty and staff working in their units along with their name, designation, email and residential address etc. (in Excel file) as per the following performa and send it through email at jagdish@nihfw.org latest by 24/09/2019 positively.

Name	Designation	Department/Section /Unit/Projects	I.Com	Residential Address	Email Address	Phone No. (Resi./Mobile)


(Anil Kumar)
Dy. Director (Admn.)

Copy to:

1. All Heads of Department/Sectional Heads/Unit Heads/Nodal Officers of Projects – Kindly bring it to the notice of Officers/Staff working under them.
2. SPA to Director
3. Notice Boards
4. Website Notice Boards

