

File No A 14016/1/2007-Admn-1/Part e-2  
The National Institute of Health and Family Welfare  
(Administration-I Section)

Dated the 11<sup>th</sup> August 2021

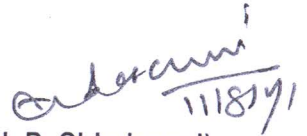
Office Order

Considering the imminent superannuation of Sh. S. P. Singh, Transport Supervisor, it has been decided by the Competent Authority that Sh. Shivcharan, Electrical Supervisor in addition to his routine duties, shall also perform the following task under the supervision of WMO/Link Officer, until further orders:

- (i) Complete task with regard to transport system of the Institute.
- (ii) Complete task with regard to Security System of the Institute.
- (iii) Booking of Air/Rail Tickets
- (iv) Transport logistic in Delhi and outside Delhi
- (v) Booking of Hotels in /out Delhi

2. Sh. Shivcharan will not be entitled to any additional remuneration on this account.

This issues with the approval of Director, NIHFW.

  
11/8/21

(J. P. Shivdasani)

Actg. Deputy Director (Admn.)

Copy to:

1. Sh. Shivcharan, Electrical Supervisor
2. Workshop and Maintenance Officer, WMS, NIHFW
3. Sh. S. P. Singh, Transport Supervisor
4. All HoD's/Sectional Heads
5. PA to Director/Deputy Director (Admn.), NIHFW.
6. In-charge, Computer Centre – with a request to upload on the website of the Institute