

F.No.NIHFV/IT-2-Main Acctts/2008-09
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Accounts Section)

Dated: 16/12/2016

Office Memorandum

The Institute has been registered under the Society's Registration Act,1960 as "The National Institute of Health and Family Welfare". It has been observed that the Departments/Sections/Projects of the Institute are sometimes using the name of the Institute as "National Institute of Health and Family Welfare" and sometimes " The National Institute of Health and Family Welfare". This has created confusion in use of the names of the Institute as well as various communications with other organizations including statutory authorities viz. Income Tax Department etc.

2. Accordingly, all the HODs & Section/Unit Head/Projects Nodal Officers of the Institute were solicited information in regard to the use of the name of the Institute in various official communication, documents and records viz. Electricity Bill, certificate issue to participants, MOU, agreement etc.(the list is for reference but not exhaustive) so as to decide the matter for uniformity & finality. As there was no uniformity, the legal opinion was sought. As per the legal opinion dated 09/12/2016; the certificate dated 30th November,1977, issued by the Registrar of Societies, is the certificate of registration of the Institute as a Society. The name in this Certificate appears as "THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE". All correspondence including the letter head etc. has to be in this name only. This equally applies to the name of the Institute as reflected in all its activities.

3. In view of this, the name of the Institute for all its purposes & activities shall be used as " The National Institute of Health and Family Welfare", and not " National Institute of Health and Family Welfare", with immediate effect.

4. This issues with the approval of Director.



(Rajiv R. Singh)
Dy. Director(Admn.)

Copy to:

1. Dean of Studies.
2. All HOD's & Sectional/Unit Heads
3. Nodal Officer of Projects.
4. SPA to Director
5. PA to DD(A)
6. Notice Board
7. Computer cell for uploading in Institute's website
8. AD(OL) for Hindi version.