

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110067.**

No.A.12024/9/98-Admn.I (Pt. file-II)

Dated: 14.02.2014

CIRCULAR

The Annual Day of the Institute will be celebrated on 9th March, 2014. Being a holiday it will be observed as full working day. Therefore, all the Faculty, Staff Members including Project staff on contract are directed to attend. This is mandatory to all staff to attend the function even those who are on leave (except on medical ground). Further, HODs/Sectional Heads are requested not to sanction any kind of leave to staff working under them. Compensatory leave in lieu of attending office on 09.03.2014 may be availed by the staff entitled for this as per rule within a period of one month.

This issues with the approval of Director, NIHFw.

**(T. Bir)
Actg. Dy. Director (Admn.)**

Copy to:

1. All the HODs/Sectional Heads/Nodal Officer/Assistant Nodal Officers of all Project – with the request to bring it to the notice of all staff members working under them.
2. SPA to Director, NIHFw.
3. SPA to Dean, NIHFw.
4. PA to Dy. Director (Admn.), NIHFw.
5. Notice Board.

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No.A.12024/9/98-Admn.I (Pt. file-II)

Dated: 18.02.2014

CIRCULAR

It has been observed that a number of regular employees are availing frequent Earned Leave/Half Pay Leave for a day or two. It may be noted that Earned Leave/Half Pay Leave will be considered only when it is approved for 5 days or more in continuations of any leave less than 5 days period, Casual Leave to be approved.

This issues with the approval of Director, NIHFW.

**(T. Bir)
Actg. Dy. Director (Admn.)**

Copy to:

1. All the HODs/Sectional Heads – with the request not to sanction Earned Leave/Half Pay Leave for a day or two to the staff members working under them.
2. SPA to Director, NIHFW.
3. SPA to Dean, NIHFW.
4. PA to Dy. Director (Admn.), NIHFW.
5. Notice Board.