

Important
urgent

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(WORKSHOP & MAINTENANCE SECTION)**

No. NIHFWS/20-20/2019

Dated: August 22, 2019

Sub: Tree Plantation drive in the Institute

In continuation of the plantation of sapling on the 73rd Independence Day, the plantation drive is scheduled to be continued in the Institute. Therefore, all the Departments/sections are requested to participated in tree plantation drive as per scheduled given below on 26.08.2019 (Monday):-

Sr. No.	Name of the Section/Department	Date and time of plantation	Venue
1.	Academic Section	26.08.2019 10.00 a.m. to 10.10 a.m.	Teaching Block
2.	Accounts Section	10.10 a.m. to 10.20 a.m.	
3.	Accounts Section (Project)	10.20 a.m. to 10.30 a.m.	
4.	Administration Section – I	10.30 a.m. to 10.40 a.m.	
5.	Administration Section – II	10.40 a.m. to 10.50 a.m.	Football ground
6.	Animal House	10.50 a.m. to 11.00 a.m.	
7.	Canteen	11.00 a.m. to 11.10 a.m.	
8.	Computer Centre	11.10 a.m. to 11.20 a.m.	
9.	Community Health Administration	11.20 a.m. to 11.30 a.m.	Backside of Clinic
10.	Communication	11.30 a.m. to 11.40 a.m.	
11.	Deputy Director (Admn.) Office	11.40 a.m. to 11.50 a.m.	
12.	Dean Office	11.50 a.m. to 12.00 noon	
13.	Director's Office	12.00 noon to 12.10 p.m.	Sub-station Park
14.	Distance Learning Cell	12.10 p.m. to 12.20 p.m.	
15.	Epidemiology	12.20 p.m. to 12.30 p.m.	
16.	Education and Training	12.30 p.m. to 12.40 p.m.	
17.	Hostel and Guest House	12.40 p.m. to 12.50 p.m.	
18.	Hindi Section	12.50 a.m. to 01.00 p.m.	
19.	Medical Care and Hospital	02.10 p.m. to 02.20 p.m.	NCCVMRC
20.	Management Sciences	02.20 p.m. to 02.30 p.m.	
21.	National Documentation Centre	02.30 p.m. to 02.40 p.m.	
22.	Planning and Evaluation	02.40 p.m. to 02.50 p.m.	
23.	Reproductive and Bio-Medicine	02.50 p.m. to 03.00 p.m.	Workshop (front side park)
24.	RBM Clinic	03.00 p.m. to 03.10 p.m.	
25.	Press Unit	03.10 p.m. to 03.20 p.m.	
26.	Reprography Unit	03.20 p.m. to 03.30 p.m.	
27.	Statistics and Demography	03.30 p.m. to 03.40 p.m.	
28.	Social Sciences	03.40 p.m. to 03.50 p.m.	Hostel back-side

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29.	Stores Section	03.50 a.m. to 04.00 p.m.	
30.	Teaching Block	04.00 p.m. to 04.10 p.m.	
31.	Transport Section	04.10 p.m. to 04.20 p.m.	
32.	Workshop & Maintenance Section	04.20 p.m. to 04.30 p.m.	

NHSRC, CHE, CDC Other Project Staff, Bank Staff. 4.30 to 5.00 PM.

On 27th August, 2019, there will be meeting on conclusion of tree plantation drive to be addressed by Joint Secretary and I/c. Director, NIHFV at the auditorium at 04.30 p.m. at the Teaching Block. All the officials are requested to kindly participate in the concluding of plantation drive as per the date mentioned above.



(Anil Kumar)
Deputy Director (Admn.)

Copy to:

1. All the HODs/Section Heads with a request to bring it to the notice of staff and working under them.
2. Dean, NIHFV, with a request to bring it to the notice of all the Students.
3. Mr. Uddipan Dutta, Principal Administrative Officer, NHSRC, to participate fl.
4. The Manager, State Bank of India, NIHFV Branch.
5. The Programme Manager, MCTFS, to participate fl
6. PA to Director, NIHFV.
7. PA to Dy. Director, NIHFV.
8. Notice Boards.
9. Horticulture Supervisor – for necessary compliance of the instructions.

Copy for information to:

PPS to JS (SP) & I/c. Director, NIHFV with the request to kindly grace the occasion and address the Institute gathering.