F.No. A.43011/1/19-Admn.-II

The National Institute of Health & Family Welfare
Baba Gangnath Marg, Munirka, New Delhi-110067

Dated: 25-11-2019

CIRCULAR

Vide Office Order No.A.14016/1/2007-Admn.I/Part File-1, dated 18th October, 2019, With the approval of Director, NIHFW, a committee has been constituted to review all the user charges in the Institute.

2. The Ist meeting of the committee, so constituted, was held **on October 21, 2019 at 4.00 P.M.** in the room of Dr. V.K. Tiwari, Dean, HOD, Department of Planning & Evaluation & Chairman of the committee.

3. The minutes of the said meeting are forwarded herewith to all Section Officers/HODs of Institute with a request to send their suggestions on the issue of user fee in the Institute to the Chairman of the committee **latest by 29-11-2019.**

25/11/19

(V.P. Uprati)
Section Officer (Admn.-II) &
Member Secretary

To:-

1. All HODs/Section Officers.
2. SPA to Director.
3. PA to Dy. Director (Admn.).
4. I/C-Computer Centre – with a request to publish this circular on website.
5. Guard File No. A.50011/2/18-Admn.-II.

THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED TO REVIEW ALL THE USER CHARGES IN INSTITUTE

The Ist meeting of the committee was held on October 21, 2019 at 4.00 P.M. under the Chairmanship of Prof. V.K. Tiwari, Dean, HOD, Department of Planning & Evaluation in his room (3rd floor, Academic Block).

PRESENT

1.	Prof. V.K. Tiwari	-	Chairman
2.	Dr. Vandana Bhattacharya, R.O.	-	Member
3.	Sh. V.P. Uprati, S.O. (Admn.-II)	-	Member-Secretary

The other member of the committee Sh. S.K. Bhattacharya, S.O. (Accounts) could not attend the meeting due to on leave. Sh. S.D. Sharma, U.D.C. in Accounts Section represented S.O. (Accounts).

Dr. Ramesh Chand, Asstt. Prof. also attended the meeting as a special invitee.

At the outset, the Chairman welcomed the members of the committee and Dr. Ramesh Chand, special invitee for sparing their valuable time for this important task.

After detailed discussion, the following recommendations were made by the committee:-

i) To forward a copy of these minutes to Hostel/Canteen/Academic Section/DLC/Computer Center/WMO etc. with a request to provide a copy of approved charges being claimed by them towards various facilities provided in Hostel/Canteen/various training programmes in Institute.

ii) Copy of Minutes alongwith Circular may also be circulated to all Section Officers/HODs for giving their suggestion on the issue of user fee in the Institute.

iii) To arrange visit to other Institutes/Organizations to study their user fee charged for the facilities provided in their Institute specially in context of International Hostel. Dr. Ramesh Chand was requested to plan visit and coordinate with the team.

iv) Sh. S.D. Sharma apprised the committee that no rent/other charges have been paid by the MCTCF to Institute. The NSHRC have also extended their allotted building (previously Display Hall) by using the Terrace and installing a Lift without paying rent for this extended facility. The committee recommended that rent for these facilities being provided to MCTCF and NSHRC (extended part) should be claimed by the Institute. DD(A) may consider to suggest administrative procedure for the same.

v) The committee also recommended that revenue can also be generated by providing Video Conferencing Room/Computer Center/Teaching Block/Conference Hall/Hostel facilities/Canteen facilities on payment basis for various training activities, organized by reputed NGOs/Non-profit Organizations/Accredited Private Agencies working with Government in social sector.

vi) The committee also discussed that Institute may develop strategy to outsource hospitality services in future so that revenue may also be generated through them.

P.T.O.

vii) The committee also recommended that Dr. Ramesh Chand may be included as a co-opt member in the committee to use his experience and expertise in related matters. The approval of Director would be obtained in the file.

viii) The next meeting of the committee will be held **on October 31, 2019 at 3.00 P.M.** in the room of the Chairman of the committee.

The meeting ended with a vote of thanks to the Chair.

24/10/19

(V.P. Uprati)
Section Officer (Admn.-II) &
Member-Secretary

Copy to:-

1. Members of the committee.
2. Dr. Ramesh Chand, Asstt. Prof., Department of Planning & Evaluation.
3. Academic Section/Hostel/Canteen/DLC/WMO/Computer Center – with a request to provide a copy of approved existing charges/Course Fees of various training programmes etc. being conducted by the NIHFW.
4. SPA to Director.
5. PA to Dy. Director (Admn.).
6. Guard File No. A.50011/2/18-Admn.-II.