

**The National Institute of Health & Family Welfare
(Workshop & Maintenance Section)**

File No. WMS-37/38/2023-WMS

Date: 14th December, 2023

Sub: Preparation of banners and standees for the various training/meetings/courses etc.-reg.

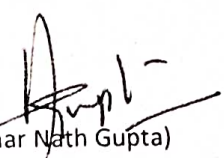
This is with reference to the subject mentioned above, it is conveyed that the agency for the preparation of the Banner, standees, etc. has been replaced after the expiration of an earlier contract. The new agency has been on-board w.e.f. 01.12.2023 and the banner & standees rates have also been revised accordingly. Therefore, it is requested that all concerned coordinators/HoD, etc. kindly take note of this and also take into account the same (i.e. revise rates) for estimation purposes. The approved rates for preparing banners & standees are attached as Annexure-A.

Further, it is also conveyed that, to streamline the work execution and billing process of banners, standees, big branding, etc., and to ensure smoothness of the same, it has been decided that all the coordinators/organizers/NO's, etc. will fill the requisition form as per given format i.e. Annexure-B to help in maintaining the record as well as segregation of the project work OR Institute work. In addition to that, for UC / SOE, reconciliation purposes the bills of the respective course/training/conferences, etc. shall be collected within 05 days from the event date.

All the concerned coordinators/HoD's are requested to provide the approved printable content (Coral draw Open File Format) for the preparation of Banners and standee on a minimum time duration of 48 hours before the event. The coordinating officer for printing will be Mr. Rajesh Yadav, UDC (Extension No.163) and for billing will be Ms. Sonia, A.S.K (Extension No. 160). The e-mail ID on which approved content will be shared is "rajeshyadav@nihfw.org" & "wms @nihfw.org".

All are requested to please note this change and extend your cooperation for the smooth functioning of the system.

This issues with the approval of the Director.


(Amar Nath Gupta)

Workshop & Maintenance Officer

Copy to: -

1. All the HODs/Section Heads with a request to bring it into the notice.
2. SPA to Director, NIHFV.
3. PA to Dy. Director, NIHFV.
4. Notice Board/ Computer Centre to upload on e-office.
5. Reception, NIHFV.

Annexure-B

The National Institute of Health & Family Welfare
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REQUISITION FORM
(For Preparation of Banners, Standees, etc.)

1. Name of the Coordinator: - _____

2. Name of Co-Coordinating Officer:- _____

3. Funded by: - _____

Institute Main Accounts	
Project Accounts*	
Others	

4. Name of Training/Event/Project/Others:-

5. Detail of the Banner, Standees etc.

S. No.	Description of Work/Element Name	Medium(Whether English or Hindi)	Size	Quantity	Remarks
1.					
2.					
3.					
4.					

Name & Signature of Coordinator
Contact Detail

Note: -

- The **Standard Size** of the **Banner** is **8×4 feet** and **Standee** is **3×6 feet**.
- Banner placed on Gates

Small Size = 8 X 4 Feet (Placed on the Gates)

Big Size One = 10×10 feet (To be made with frame)

Big Size Two = 12×12 feet (To be made with frame)

Note: - The copy of approval for the preparation of Banners and standees must be enclosed with this requisite format.