

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
(VISHWAKARMA BHAWAN)

( REMINDER-I)

WMS-37/5/2024-WMS

Date: 19 Feb 2026


OFFICE ORDER

In continuation of our earlier office order no. WMS-37/5/2024-WMS dated 02 Feb 2026 (Copy enclosed) regarding optimising space utilisation across the Institute.

In addition to the above, it is stated that only few sections/Departments have furnished the details of their currently occupied rooms, i.e. under their custody. Further, it is again requested that the details be submitted to the Workshop and Maintenance Section (WMS) immediately through the undersigned in the format below.

| S.No. | Room No. | Name of the Department/Section<br>Officer Name | Status<br>(occupied/Vacant) | Ext No. | Utilisation | Remarks |
|-------|----------|--|-----------------------------|---------|-------------|---------|
|-------|----------|--|-----------------------------|---------|-------------|---------|

This issues with the approval of the Competent Authority.

  
(Prof. Rajesh Kumar)  
Actg. Dy. Director(Admin)

For information:

1. SPA to Director
2. PA to D.D(Admin)
3. All HODs and Sectional Heads
4. I/C Computer Centre – for uploading on E-office & Institute website.
5. Notice Board