

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)

WMS-15011/1/2022-WMS-Part(1)(2885)

Date: 28.09.2026

CIRCULAR

It is hereby informed that there are 200 residential flats in the NIHFV Campus. In order to undertake preventive maintenance of the residential quarters, a staff member of the Institute's empanelled Government agency, i.e. M/s NCCF (I) Ltd., has been directed to visit each residential flat in the campus for registering complaints, if any, relating to maintenance and preventive maintenance issues.

All residents having any maintenance-related complaint are requested to inform the visiting staff member accordingly. In case there is no complaint, the same may also be conveyed to the visiting staff member. Residents are also requested to kindly put their initials in the register if there is no complaint.

All residents of Type-I to Type-V quarters are, therefore, requested to extend their cooperation to facilitate the smooth and timely completion of the preventive maintenance work.

This issues with the approval of the Competent Authority.


(Amar Nath Gupta)

Workshop & Maintenance Officer

Copy to:-

1. SPA to Director
2. PA to Dy. Director (Admn.)
3. All Residents of Type-I to V Flats
4. The secretary RWA is to give wide publicity to the residents of the campus.
5. Notice Board of Residential Campus.
6. Computer Centre for uploading on the Institute's Website.
7. Site-in-Charge/Supervisor, M/s NCCF (I) Ltd. at NIHFV Campus.