

**National Institute of Health and Family Welfare
Munirika, New Delhi**

F.No. WMS-12010/1/2023-WMS

Dt: 30th September, 2026

OFFICE ORDER

In order to maintain and upkeep the horticulture of the Institute, M/s Green Solutions, Delhi has been engaged on contract on certain terms and conditions.

2. Further, to ensure that the agency carries out the assigned tasks in accordance with the terms and conditions of the contract and as per the requirements of the Institute, Dr. Bishnu Charan Patro, Publication Unit, NIHFW, is hereby assigned the additional charge of monitoring and supervising the development, maintenance and upkeep of the horticulture of the NIHFW Campus, as well as certifying the monthly bills as per the contract, with immediate effect.

3. The aforesaid supervisory responsibility is in addition to his primary job responsibilities and shall not carry any additional monetary/remuneration incentive. The same shall also not be claimed as a regular assignment in future.

4. It has also been decided that Shri Bacchu Singh, ARO, shall act as the Link Officer. This responsibility is also in addition to his primary job responsibilities and shall not carry any additional monetary/remuneration incentive. The same shall also not be claimed as a regular assignment in future. He will also assist Dr. Patro in discharging the aforesaid additional responsibility.

5. In order to streamline the horticulture services, it shall also be ensured that all the staff deputed by M/s Green Solutions, Delhi wear proper Identity Cards and mark their attendance in AEBAS positively w.e.f. 01st October, 2026.

6. Dr. B.C. Patro shall look into all aspects of horticulture of the NIHFW office premises as well as the residential areas, so that the ecological aesthetics of the campus are maintained in a neat and tidy, litter-free condition and the campus is transformed into a more beautiful and aesthetically pleasing environment during the Golden Jubilee Year Celebration of NIHFW. He shall also ensure that the number of gardeners/workers engaged by the vendor/contractor on the Campus is as per the Tender; that they remain available on the Campus throughout their prescribed duty hours; and that they are paid their wages/dues in accordance with the applicable labour laws/rules/norms.

7. Shri Amarnath Gupta, Works & Maintenance Officer, is requested to provide a copy of the contract document concerning the Horticulture Tender awarded to M/s Green Solutions, Delhi, along with the details of the labourers/workers engaged by the vendor, positively by 01st October, 2026.

This issues with the approval of the Competent Authority.


(Sanjay Kumar)
Dy. Director(Admin).

To,

- i) Dr. Bishnu Charan Patro, Publication Unit, NIHFW
- ii) Shri Bacchu Singh, ARO, Deptt. Of Management Sciences
- iii) Sh. Amarnath, WMO

Copy to:

- i) SPA to Director/Deputy Director (Admin)
- ii) All Heads of Departments/Sectional Head
- iii) F i/c, WMO Section
- iv) Section Officer, E&A and Accts : May kindly get issued Hindi version
- v) In-charge Computer Centre with the directions to upload the order in the
Institute's website & e-office
- vi) Notice Boards