



NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE (NIHFW)

Munirka, New Delhi – 110067
Office of the Deputy Director (Admin.)

File No: M-13/9/2026-O/o DD(A)

Date: 13th October, 2026

OFFICE ORDER

SUBJECT: ASSIGNMENT OF ADDITIONAL DUTIES RELATING TO INTERNATIONAL HOSTEL AND OLD HOSTEL

In the interest of smooth and efficient functioning of the International Hostel and Old Hostel of the Institute, Sh. S. P. Singh, ARO, Deptt. Of Communication is hereby assigned the following additional duties and responsibilities, with immediate effect:

- i. To maintain and regularly update the accounts and financial records pertaining to the International Hostel and Old Hostel.
- ii. To ensure timely reconciliation of the accounts of both the Hostels and to bring any discrepancy, if noticed, to the Competent Authority immediately.
- iii. To coordinate with the concerned officials/sections of the Institute for proper maintenance, verification and reconciliation of hostel-related accounts and records.
- iv. To provide necessary administrative and financial support to the Chairperson, Hostel for the smooth and effective functioning of the International Hostel and Old Hostel.
- v. To perform/undertake such other related duties as may be assigned by the Chairperson, Hostel/competent authority from time to time in connection with the proper functioning and management of the Hostels.

2. The above duties shall be in addition to his existing regular duties and responsibilities. He shall discharge these additional duties without any additional remuneration, allowance, honorarium or any other financial benefit, and without any claim of any nature whatsoever on this account.

3. Sh. Subhash Chand, RO may hand over all records to Sh. S.P. Singh, ARO positively within a week's time. Further Sh. Ramesh Chand, Assistant Professor may confirm that handing over and taking over has been completed in all respect before Sh. Subhash Chand, RO is relieved from hostel duties. All concerned are requested to extend necessary cooperation and support to Sh. S.P. Singh in the discharge of the duties assigned to him.

This issues with the approval of the competent authority.

(Sanjay Kumar)

Deputy Director (Administration)

To,

- i. Sh. Subhash Chand, RO, Deptt. Of S&D.
- ii. Sh. S. P. Singh, ARO, Deptt. Of Communication.

Copy to: -

- i. SPA to Director/DD(A).
- ii. HoD/Sectional Heads of the concerned officials.
- iii. Sh. Ramesh Chand, Assistant Professor, Deptt. Of P&E, Chairperson, Hostel, NIHFW
- iv. All members of Hostel Committee, NIHFW.
- v. Section Officer (Accounts), NIHFW.
- vi. In-charge (Computer Centre), NIHFW - for uploading on Institute's website.