MEMORANDUM

As per approval of the authority all concerned staff posted in the O/o the MD(NHM) under State Health & FW Society, Tripura shall have to strictly follow the guidelines as mentioned under:

- All officials/staff under NHM should maintain & observe organizational hierarchy.
- All officials should reach office within 10:15am and before leaving from the office should inform to the Member Secretary, SH&FWS, if available.
- Unauthorized absence shall be recorded in the absentee statement, and will be checked before providing salaries to NHM staff.
- If any staff/official take casual leave, prior intimation (written or any other communication), shall be given to the Member Secretary, SH&FWS and the application may be submitted through proper Chanel.
- Before availing tour/visit by any officials under NHM, a tentative tour plan/schedule should be submitted to the Member Secretary, SH&FWS at least 2days before journey.
- Misuse of official vehicles & internet facilities shall not be entertained.
- If any official/staff under NHM is found not performing & following the job assigned to them properly then it may be reflected in the Performance Appraisal Report and on the basis of which, the last increment may be stopped.

Member Secretary
State Health & FW Society
Agartala: Tripura

To
All concerned

Copy for information to:
1. The Director, FW & PM, Govt. of Tripura.
2. The Member Secretary, SH&FWS, Tripura.
3. The SPO, RCH, SH&FWS, Tripura.
4. The BO, NHM, SH&FWS, Tripura.
5. The PRO, Dte of FW & PM.
6. The Website Section of NHM for displaying the same in the website.

Copy forwarded to:
1. PS to the Hon’ble Minister, H&FW Department, Government of Tripura.
2. PS to the Secretary (H&FW), Government of Tripura.
3. The Mission Director, NHM Government of Tripura.