



भोपाल स्मारक अस्पताल एवं अनुसंधान केन्द्र

BHOPAL MEMORIAL HOSPITAL AND RESEARCH CENTRE

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

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Tuesday, 12th September, 2017

CIRCULAR

Subject : Regarding miscellaneous meetings / inquiries

It has been brought to the notice of the undersigned that miscellaneous meetings are being conducted at Conference Hall of the Administrative Block of BMHRC without prior intimation or booking of the conference hall. This is creating difficulty in managing the time schedule of the meetings. Thus. all HODs / Officers / Member Secretaries of the various committees are requested to initiate prior intimation procedures for conducting miscellaneous meetings / inquiry committees for blocking / booking of Conference Room beforehand.

This is for strict compliance.


Dr Prabha Desikan
Director
BMHRC, Bhopal

Copy to :

1. All HODs/ In-charges all departments of BMHRC/ In-charges Mini Units
2. Assistant Administrative Officer, BMHRC, Bhopal
3. PS to Director
4. File

5. Mr. Shahmawaz Khan, IT Supervisor, BMHRC, Bhopal -
for uploading on website.