Office Order

Subject: **Key Instructions for Weekly/Fortnightly Review Meetings.**

In reference to this office meeting notice vide no. MD/NHM/2025/4823-28, dated 22/07/2025.

Weekly/ Fortnightly review meeting are being held under Chairmanship of Mission Director NHM with the objective to ensure progress tracking of programs, promoting accountability, and informed decision-making. To further strengthen the process of monitoring and supervision through these reviews, MD, NHM has directed that:

- **Concerned Directors/DHS** to attend review meetings with their program teams as per schedule.
- **DD/PO In-charge** to prepare minutes of every meeting and submit minutes of the last meeting before the next scheduled meeting for review and progress mapping.
- **DD/Consultant Planning** to attend meetings with financial progress updates for concerned programs. Planning Division will maintain records of meeting minutes, program progress, and other relevant documents.
- **PO IT/SMEO/SDM** to attend meetings with HMIS/RCH/portal data for review.
- **Director Finance & Accounts/CAO/SFM** to provide latest financial progress updates on the day of scheduled meetings.

You are requested to follow the above directions for successfull progress tracking, to enhance the effectiveness of programs under NHM and to achieve the set targets with in timelines.

31/8/25.

OSD to MD NHM,
Haryana, Panchkula.

No. MD/NHM/2025/ 4853

Dated: 31/8/25.

To
All concerned.