

# NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences  
(An Autonomous Institute, Ministry of Health & Family Welfare, Govt of India)  
Director's Block, P.O. Mawdiangdiang, Shillong-793018, Meghalaya

No.NEIGR-Estt-I/21/90/Vol.VI(Pt)/

Dated Shillong, the 8<sup>th</sup> June 2022

## OFFICE ORDER

Attention is invited to this Institute's Office Order of even number dated 20.2.2019 (copy enclosed), which is self-explanatory.

In this regard, all employees are instructed to make all representations through proper channel and avoid making direct representations to the Ministry unless the normal channels have been exhausted in terms of Ministry of Health & FW, GOI letter F.No.U-12012/19/2022-NE dated 27.5.2022 and other Govt. of India Orders / Instructions as applicable.

This is issued with the approval of the Director, NEIGRIHMS, Shillong.

(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)

Memo No.NEIGR-E-I/21/90/Vol.VI(Pt)

Dated Shillong the 8<sup>th</sup> June 2022

Copy for information and necessary action including circulation of the Office Order to all concerned employees:-

1. The Dean, NEIGRIHMS, Shillong.
2. The Medical Superintendent, NEIGRIHMS, Shillong.
3. All HOD/HOD I/c, NEIGRIHMS, Shillong.
4. The Principal, Nursing College, NEIGRIHMS, Shillong.
5. The Chief Nursing Officer, NEIGRIHMS, Shillong.
6. The Librarian, Central Library, NEIGRIHMS, Shillong.
7. All Sections / Units in Hospital- Dietary, Sanitation, Casualty, Security, MSW, CSSD, Laundry, Engineering & Maintenance etc.
8. All Section Heads in Director's Block-Engineering, Store & Procurement, Legal/Disciplinary/Vigilance, Establishment Section I, II & III, Accounts, Academic, Exam etc.
9. The PA to the Director for favour of kind information of the Director, NEIGRIHMS, Shillong.
10. 1 (One) copy for uploading in the Institute's Website.

(Lt. Cdr. Pawan Deep)  
Deputy Director (Admn)



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडीयांगडीयांग, शिलांग - 793018 मेघालय  
Director's Block, Mawdiangdiang, Shillong - 793018 Meghalaya

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EPABX : (0364) 25380

No.NEIGR-Estt-I/21/90/Vol.VI(Pt/

Dated Shillong, the 20<sup>th</sup> February 2019

Office Order

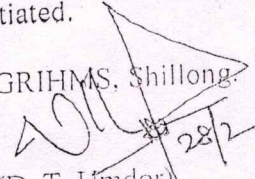
In pursuance to the Ministry's direction vide email dated 8.2.2019, it is hereby intimated that some of the communications from NEIGRIHMS addressed to the Ministry are being received with the signature of other than Director/Deputy Director (Admn). It is requested that all the communications addressed to the Ministry should be signed only by the Director or the Deputy Director (Admn), NEIGRIHMS, Shillong. However, in the absence of Director/Deputy Director (Admn), the communications may be signed by the person who is entrusted to look after the work, only on important/urgent matters.

Attention is also invited to the DOPT instructions F.No.11013/08/2013-Estt. (A-III) dated 31.8.2015, in the matter of submission of representations on service matters by Government Servants to higher authorities, wherein, it was stipulated that wherever, in any matter connected with his service rights or conditions, a Government Servant wishes to press a claim or to seek redressal of a grievance, the proper course for him is to address his immediate official superior, or Head of his office, or such other authority at the appropriate level who is competent to deal with the matter in the organization.

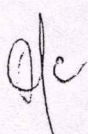
Further, it is stipulated that such submission of representations directly to other authorities by-passing the prescribed channel of submission, has to be viewed seriously and appropriate disciplinary action should be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3 (1)(iii) of the CCS (Conduct) Rules, 1964. It is clarified that this would include all forms of communications including through e-mails or public grievances portal etc.

Therefore, all concerned functionaries and employees of the Institute are hereby directed to take note of the above instructions and refrain from sending representations directly to the higher authorities i.e. Ministry of Health & FW, GOI etc by-passing the prescribed channel of submission of representations as per instructions issued by DoPT from time to time, failing which, necessary action will be initiated.

This is issued with the approval of the Director, NEIGRIHMS, Shillong.

  
(D. T. Umdor)  
Deputy Director (Admn)

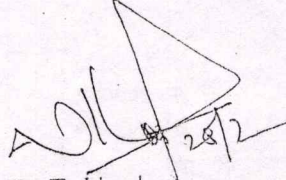
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Memo No.NEIGR-E-I/21/90/Vol.VI(Pt) Dated Shillong the 20<sup>th</sup> February 2019

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(D. T. Umdor)  
Deputy Director (Admin)

Ofc