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**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)

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

Dated Shillong the 24<sup>th</sup> June 2022

**Office Order**

Attention is invited to the Institute's Office Order of even number dated 21.3.2018 (copy enclosed), wherein, it was prescribed that the channel of submission of applications for leave, conference etc in respect of the Heads of Departments will be through the Medical Superintendent.

The above stipulated prescribed channel has been re-examined and it is directed that henceforth all applications for applying leave, conference etc by Heads of Departments/HOD i/c shall be submitted through the Medical Superintendent and Dean, NEIGRIHMS, Shillong.

However, the time limit for submission of applications as outlined in the above mentioned Office Order dated 21.3.2018 shall remain the same.

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

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

Memo No.NEIGR-Estt-I/21/90/Vol.VI/

Dated Shillong the 24<sup>th</sup> June 2022

Copy for information and necessary action to:-

- (1) The Dean, NEIGRIHMS, Shillong
- (2) The Medical Superintendent, NEIGRIHMS, Shillong
- (3) All Heads of Departments/HOD i/c, NEIGRIHMS, Shillong.
- (4) The PS to the Director for favour of kind information of the Director, NEIGRIHMS
- (5) To the DPA to upload in the Institute's website.

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