



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

F.No. NEIGR/S&P/B-04/2023-24 (Budget)

Date: 14/03/2024

CIRCULAR

For working on composite annual procurement plan, all Departments/sections are informed to submit their continuing projected requirements towards creation of assets/ capital expenditure (Budget Estimate: Non recurring), also considering the National Medical Commission notifications with regard to "Minimum Requirements for Annual M.B.B.S. Admissions Regulations, 2020", for the period till March' 2025. Departments/sections should prioritize the list in a quarterly phased manner, in the prescribed format according to priority, with the availability of store/equipment, projection of equipment/store with estimated cost, justification of the requirement, availability of manpower and area in the respective departments/sections. The same should be submitted in the prescribed format by e-mail to sastoreneigrihms@gmail.com within 10:00 hrs of 26th March, 2024. The estimates of all expenditures for each department shall be projected for Budget Estimate of the next financial year 2024-25.

It is to inform that the meeting of the Internal Technical Committee for continuing projected requirements towards creation of assets/ capital expenditure (Budget Estimate: Non recurring), has been decided to hold as per staggered schedule. It is also requested to carry a copy of the projected requirements, which shall be submitted in soft copy to the Store Office by email. The schedule of the meeting is as follows:

Sl n o.	Discipline/Department	Date & Time of meeting
1	Pre-Clinical: Anatomy, Physiology, Biochemistry Other Support services: Sanitation, Private ward, Nursing section, Operation theatres, CSSD, Laundry, Kitchen, MGPS, Medical education Unit (including Nursing College & Hostel) Para-Clinical: Pharmacology, Microbiology, Blood Bank, Pathology, Forensic Medicine & Toxicology, Community Medicine, CCD Block and Nursing College	27/03/2024 Time: from 14:30hrs to 15:30 hrs
2	Clinical: Anaesthesiology, Dentistry, Dermatology, Casualty, ENT, General Surgery, General Medicine, Orthopaedics, Obstetrics & Gynaecology, Ophthalmology, Paediatrics, Psychiatry, Radio-	27/03/2024 Time: from 15:30 hrs to 16:30 hrs

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	diagnosis & Imaging, Respiratory Medicine, Physical Medicine & Rehabilitation.	
3	Super Speciality: Cardiology, CTVS, Neurosurgery, Neurology, Oncology (Radiation, Surgical, Medical), Urology, Dialysis Unit/ nephrology, Plastic Surgery, Regional Cancer Centre and remaining Departments	27/03/2024 Time: from 16:30 hrs onwards

The meeting of the "Internal Technical Committee for assessment/ review of the requirement of high end store/assets in the Institute" under the Chairmanship of Director, NEIGRIHMS and all Professor& HOD/In-charge of Departments, is scheduled to be held in the Conference Room of the Director's Administrative Block, for perusal of the requirements till March, 2025.

This is issued as per requirement towards Annual Procurement Plan, Budget requirements and Asset Projection.

Prof. (Dr.) Nalin Mehta
Director
NEIGRIHMS, Shillong

निदेशक / डायरेक्टर
नीग्रिहम्स, शिल्लोंग - 18
NEIGRIHMS, Shillong - 18

Copy for information and necessary action to:

1. P.A. to Director/ DDA/ Principal, Medical College, NEIGRIHMS, Shillong.
2. MS/ Dean/ Faculty In-charge- Research Cell/ Prof & HOD Medicine/ Prof & HOD Anaesthesia/BME to attend the meeting.
3. The Senior Accounts Officer/ Financial Adviser, NEIGRIHMS, Shillong
4. All Head /In charge of Departments, NEIGRIHMS, Shillong
5. Superintendent Engineer/Executive Engineer /Estate Officer (C),
6. Store & Procurement Section, NEIGRIHMS, Shillong
7. Principal, College of Nursing, NEIGRIHMS, Shillong
8. AO/ AAO(B), NEIGRIHMS, Shillong
9. Librarian, NEIGRIHMS, Shillong
10. AO Estt-I & GAD, AR-Estt-II, AR-Est-III, AAO-GAD, NEIGRIHMS, Shillong
11. In-charge Central/Medical/Ancillary Stores, Sanitation Officer, NEIGRIHMS, Shillong
12. Chief Security Officer, NEIGRIHMS, Shillong
13. Mr. Romanus Lyngdoh for uploading on Institute's website.

Assessment of the requirement of the MCI/Institute related High End Stores/ Assets in the Institute till March, 2025 for the Financial Year 2024-25

Sl. No. on Priority	Name of Equipments/ Assets/ Stores: *For requirement of non-clinical departments; inputs from clinical departments are desirable	Quantity / Units	Estimated value with basic warranty (one year)	Form A				
				Is it an MCI requirement ?	Detailed justification of requirement to be submitted	Whether additional Manpower required/ Availability of Manpower	Availability of space in the Department	How will the patients benefit?/ Benefits to the Institute
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1								
2								
3								
4								
5								

It is certified that no additional manpower and space/ area would be required for operation of the above systems/ equipments.

Signature of Head of Deptt./In-charge with Seal

Name of the Department: