



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-21/90/Vol.VI/

Dated Shillong the 3rd July 2017

Office Order

In supersession of this Institute's Notification No.NEIGR-Estt-I/21/90/Pt.I/PRO dated 20.5.2013, Dr. Kawal Krishen Pandita, Asst. Professor, Hospital Administration is hereby directed to function as the **Public Relations Officer**, in addition to his own duties, with immediate effect and until further orders.

The role and responsibilities of the Public Relations Officer is as given in the **Annexure-I** (which supersedes the earlier work assignment/role of the Public Relations Unit as notified vide Institute's Order No.NEIGR-GAD(RC)/86/2015/ dated 25.4.2017). He will be assisted by the Receptionists who are posted in the Administrative Block (Director's Office) and Hospital in the discharge of his duties.

The PRO will work and report to the Director, NEIGRIHMS on daily basis.

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

Deputy Director (Admn)

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

Dated Shillong the 3rd July 2017

Copy for information and necessary action to:-

- (1) Dr. M.K. Saikia, Professor & HOD, CTVS & DMS, NEIGRIHMS. He is requested to submit the status report of last 3 years of functioning in his capacity as then Chief Public Relations Officer of the Institute.
- (2) Dr. Kawal Krishen Pandita, Asst. Professor, Hospital Administration & PRO, NEIGRIHMS
- (3) All Heads of Departments/Heads of Sections, Hospital/Director's Block/Central Library/Principal, College of Nursing
- (4) The PA to the Director for favour of kind information of the Director, NEIGRIHMS.
- (5) The PA to the Dean/MS for kind information of the Dean/Medical Superintendent, NEIGRIHMS.
- (6) All the Receptionists of NEIGRIHMS at Director's Block and Hospital

Deputy Director (Admn)