



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

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F.No. NEIGR/S&P/188/2006/Pt-II (Budget 2016-17)

Date: 18/03/2016

CIRCULAR

All Departments/sections are informed to submit their continuing projected requirements towards creation of assets/ capital expenditure (Budget Estimate: Non recurring) for the period till March' 2017. 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 within 17.30 hrs of 22nd April' 2016.

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 at 14.00 hrs of 25th April' 2016, for perusal of the requirements till March' 2017.

It may be noted that the above, is subject to allocation of budget by the competent authority and no indents in this regard would be received after the above mentioned period, except in case of emergency.

This is issued as per requirement towards Budget Projection, consideration in Internal Purchase Committee and Competent Authority.

(Handwritten signature and date 18/3)
Internal Purchase
Committee

(D.T. Umdor)

Deputy Director (Admn)
D. T. Umdor

Deputy Director (Admn.)

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS) Shillong-793018, Meghalaya, India

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean/Principal, Medical College NEIGRIHMS, Shillong
2. The Financial Adviser, NEIGRIHMS, Shillong; DMS-General/Medical/Surgical Health and Medical Sciences (NEIGRIHMS)
3. All Head /In charge of Departments, NEIGRIHMS, Shillong
4. Superintendent Engineer/Executive Engineer /Estate Officer (C)/Sanitary Officer
5. Chief Security Officer, NEIGRIHMS, Shillong.
6. Principal, College of Nursing, NEIGRIHMS, Shillong;
7. AAO (A),AAO(B), NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong; Website Administrator, NEIGRIHMS, Shillong.
9. AO Estt-I & GAD, AR-Estt-II, AR-Estt-III, AAO-GAD, NEIGRIHMS, Shillong
10. I/C Central/Medical/ Ancillary Stores, NEIGRIHMS, Shillong
11. Store & Procurement Section, NEIGRIHMS, Shillong/Biomedical Engineer, NEIGRIHMS, Shillong

Circular related to store 2016

Internal Technical Committee for assessment of the requirement of High End Stores/ Assets in the Institute.

Sl. No. on Priority	Name of the Equipments/ Assets/Stores	Qty	Estimated value with basic warranty (one year)	Availability of alternate /equipment in the Dept.	Availability of Manpower	Detailed justification of requirement

- Certified that no additional manpower and space/area would be required for the above systems/Equipments.
- Certified that the stores proposed are specific needs of the Department, indicated with essential features and shall not result in unwarranted expenditure or inventory carrying costs.
- Certified that the estimated cost indicated with standard warranty is reasonable and consistent with the quality required.
- The Department shall ensure optimum utilization of all systems/stores.

Name of the Department/Section

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

Circular realted to store 2016