



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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F.No. NEIGR/S&P/188/2006/Pt-II (Budget 2015-16)

Date: 11/04/2015

**CIRCULAR**

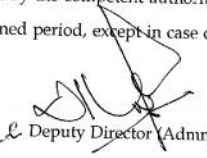
All Departments/sections are informed to submit their continuing projected requirements towards creation of assets/ capital expenditure for the period till March' 2016. Departments/sections should prioritize the list in a quarterly phased manner, in the prescribed format according to priority, with the 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 requirement of other materials , stores, clothing and tentage, minor works , office expenses etc are to be submitted in the prescribed requisitions ( can be typed also) with estimated cost, in a quarterly phased manner.

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 is scheduled to be held in the Conference Room at 15.30 hrs of 17<sup>th</sup> April'2015, for perusal of the requirements till March'2016.

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 with approval of the Director.

  
Deputy Director (Admn)

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
3. All Head of Departments, NEIGRIHMS, Shillong
4. Superintendent Engineer/Executive Engineer /Estate Officer (C).
5. Store & Procurement Section, NEIGRIHMS, Shillong/Biomedical Engineer, NEIGRIHMS, Shillong
6. Principal ,College of Nursing, NEIGRIHMS, Shillong
7. AAO(A),AAO(B), NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong
9. AO Est-I & GAD, AR-Est-II, AR-Est-III, AAO-GAD, NEIGRIHMS, Shillong
10. I/C Central/Medical/ Ancillary Stores-Sanitary Superintendent, NEIGRIHMS, Shillong
11. Chief Security Officer, NEIGRIHMS, Shillong

  
Deputy Director (Admn)

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 in Dept.	Availability of Man power	Detailed justification of requirement

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

Name of the Department:

Signature