



North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong  
(An Autonomous Institute, Ministry of Health and Family Welfare Government of India)  
Director's Block, Mawdiargdiang, Shillong – 793018 Meghalaya

Ref: NEIGR/S&P/188/2006/Pt-II

Date: 09/08/2017

**OFFICE ORDER**

In continuation to Office order NEIGR/S&P/188/2006/Pt-I, dated-26/06/2014 and in order to ensure further operational effectiveness in Stores, Procurement, Inventory with supporting materials management related functions of the Institute and ensuring necessary un-interrupted services, the following internal arrangement is ordered in the interest of the Institute with effect from 15/08/2017, till further orders.

In case of exigencies, the Storekeepers, Pharmacist, Gas Mechanic, Gas keepers, Audio visual technicians and other supporting staff may be required to attend their duties beyond the indicated duty schedules or as directed by the concerned Controlling Officers.

In case of departmental Store/ sectional store the concerned HOD/in-charge to allocate store room, within the available area.

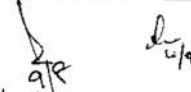
| Name  | Place of Posting- Location<br>Description of duties, responsibilities and work profile  | Reporting authority                               | Link In-charge/ Professional | Weekly Off       |
|---|---|---|------------------------------|------------------|
| Mrs. D Jinthuilu<br>(Pharmaceutical Chemist/ Superintendent Pharmacist)<br>i/c Medical Stores<br>(9.30 a.m -5.30pm) | In-charge- Pharmacies, Medical Stores, Revolving Fund. Management related functions and accounting of medical stores, pharmacy, stores under Hospital revolving fund. Records related to all tenders, bid documents conducting of meeting of all technical evaluation and letter of awards. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Stores & Procurement Officer /MS/ Deputy Director | Ms E W N Malngiang           | Saturday, Sunday |
| Mr. B Warjri<br>(In-charge- Ancillary Store)<br>(9.30 a.m -5.30pm)  | In charge-Ancillary Store, Furniture, Hospital Furniture, Office equipments, buy back of Office Equipments, Carpets & Accessories, systems and white goods. Quarters, Hostels, minor work of office equipments, repairing of Furniture, Nursing College requirements, Asset Register, Assets record & Marking. Management related functions and accounting of above stores and assets. Records related to all tenders, bid documents conducting of meeting of all technical evaluation and letter of awards. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Stores & Procurement Officer /Deputy Director     | Mr. M. Khonglah              | Saturday, Sunday |
| Mr. M. Khonglah<br>(In-charge-ERP system & E hospital, Regional Cancer Centre)<br>(9.30am-5.30pm)                   | In charge-ERP/TALLY System, e-hospital, Website related matter, IT Cell, Repair & Maintenance of Office Systems, Minor Works. Shall be posted to Regional Cancer Centre once the establishment is available with sitting arrangement and shall be responsible for initiating, processing all stores related to Regional Cancer Centre, NEIGRIHMS, Shillong. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Stores & Procurement Officer /Deputy Director     | Mr B Warjri                  | Saturday, Sunday |

Circular related to store

D. T. Umdor  
Deputy Director (Admin.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)  
Shillong-793018, Meghalaya, India

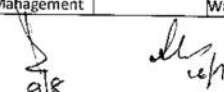
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| Mr. Jitendra Prasad Bhatt<br>Superintendent Pharmacist<br>Attached to HA/DMS and office accommodation to be provided by M.S (9.00am-4.00pm Sat-9.00am - 1.00pm) | Supervision of Amrit Pharmacy, proposed Jan Aushadhi Kendra and submit of monthly status report to Asst Professor (HA)/DMS/MS and related task assigned by MS/DMS Asst Professor (HA).  | MS/DMS(M/G) / Asst Professor (HA)                | Mr Santoshi Prasad Sarkar | Duty schedule as per MS/DMS(M/G)/Asst Professor (HA) instruction |
| Ms. E W N Malngiang (I/C Central Store) (9.30am-5.30pm)   | In-charge Central Stores- Non Medical Stores, Guest house, hostels etc. Management related functions and accounting of general stores, disposal, printing stores, oxygen generation unit, office expenses, medical gases unit, assets register, Assets record & Marking, conducting of meeting of all technical evaluation committee. Records related to of all tenders, letter of awards and bid documents. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Stores & Procurement Officer /MS/Deputy Director | Mrs D Jinthuiliu          | Saturday , Sunday  |
| Mr. R. Kharkongor (Store Keeper) Procurement Section (9.30am-5.30pm)  | Material and Inventory Management functions related to Bills of stores, record of Letter of credits, Inter office note/ Office order record, departmental leave record and record of Installation. Maintenance of CMC and Later of credit register with all supporting documents. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Record of all casual leaves, RH, Earned leave of all the Officials of Stores, Procurement and Pharmacy Section including Office Orders/ Circulars issued by Ministry/ Institute and other Authorities from time to time. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Stores & Procurement Officer                     | Mr. Kharshing             | Saturday , Sunday  |
| Mr. B. Malngiang (Store Keeper) Procurement Section (9.30am-5.30pm)   | Material and Inventory Management functions related to tenders, tender openings, rate Contract, EMD, Performance Security, BGS , GST related matters, Finalization of EOI documents, etc. Records related to of all tenders, letter of awards and bid documents. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, intimation with regard to submission of price justification price bid, comparative statement and letter of award/orders. Preparation of all replies related to court cases and legal matters. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Responsibility for notifying and conducting meetings of the Tender Committee, Technical evaluation committee, Internal Purchase Committee and Purchase Committee. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Stores & Procurement Officer                     | Mr Rapporiang Pathaw      | Saturday , Sunday  |
| Mr. Manab   | Material and Inventory Management functions related to  | Mr B Warjri                                      | Mr Gauri                  | Saturday   |

Circular related to store

  
D. T. Umdor  
Deputy Director  
North Eastern Region  
Chief Executive Officer

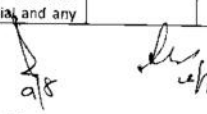
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| Borkakoty (Store Keeper)<br>Ancillary Store<br>(9.30am-5.30pm)                         | Furniture, Office Equipments, Hospital Furniture, Computers & systems, Asset register, Quarters, Hostels and Asset entry- including installation and CMC entry/record, marking/labeling of all assets, Asset register, General stores, repair and maintenance, UPS & UPS Battery, emergency stores during holiday/ weekends stores etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   |                                       | Shankar Bharali                                      | Sunday               |
| Mr. Dabit Kharpuri<br>(Store Keeper)<br>Central Stores<br>(9.30am-5.30pm)              | Dedicated responsibility and Store keeper In charge for the department of Dentistry and processing of stores as per MCI requirement. Material and Inventory Management functions related to Linen, Clothing, Printing, medical & other gases, assistance in Disposal of Stores, record of stocks as per GFR Format. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Ms E W N<br>Malngiang                 | Mr Jerry<br>Sutnga &<br>Mrs<br>Cassandra<br>Suchiang | Saturday<br>, Sunday |
| Mr. P S S Samal<br>(Store Keeper)<br>Medical Stores<br>(9.30am-5.30pm)                 | Dedicated responsibility and Store keeper In charge for the department of Psychiatry and processing of stores as per MCI requirement. Audit related matters, Assistance to internal audit/CAG audit team, Monitoring of stocks / orders, Coordination activities, attending to suggestion/complaints, RTI preparation with submission of replies; vigilance related matters, monitoring of assets. Preparation of all replies related to court cases and legal matters. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Mrs<br>Jinthuiliu                     | Mr. Manly<br>Shabong                                 | Sunday<br>Monday     |
| Mrs. Amanda D<br>Syiem (Store<br>Keeper)<br>Procurement<br>Section (9.30am-<br>5.30pm) | Material and Inventory Management functions related to all closed systems, Order registers, tender records, Expenditure control register, TALLY/ERP. Processing of specialized stores and monitoring of stores/ stocks, requisitions, indents pertaining to Surgical, consumables reagents etc. Records related to of all tenders, letter of awards and bid documents. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Stores<br>&<br>Procurement<br>Officer | Mr Wello<br>Warjri                                   | Saturday<br>, Sunday |
| Mr. Punam<br>Chowdhury Medical<br>Store-<br>(Store Keeper)                             | Dedicated responsibility and Store keeper In charge for the department of Orthopedics, P & O workshop, Physiotherapy unit; occupational Therapy unit and processing of stores as per MCI requirement. Material and Inventory Management   | Mrs<br>Jinthuiliu                     | Mr Bhalang<br>Kharthangmaw & Mr<br>Wallamkupa        | Monday,<br>Sunday    |

Circular related to store

  
**D. T. Umdor**  
 Deputy Director (Admin)  
 North Eastern India Region Regional Institute  
 of Health and Medical Sciences (NEIGMS)  
 Shillong 786012, Meghalaya, India


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|---|---|---|---|--|---|
| (9.30am-5.30pm)   | functions related to Drugs, Medicines, Vaccines, Crystalloids and monitoring of stocks/ Processing of Store related to all ICU's and OT's. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  |   |   | Syiem, Mr Pynshallang Warji.                             |   |
| Mr. Rudolf Lyngdoh (Store Keeper) Central Stores (9.30am-5.30pm)                    | Material and Inventory Management functions related to Reagents, Crystalloids, closed systems, stores for department of Biochemistry etc: Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Management of Departmental Stores including Dentistry, Dermatology and Psychiatry. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Mrs Jinthuilu                                   | D | Mr Manly Shabong   | Wednesday, Sunday                       |
| Mrs. J Marbaniang (Store Keeper) Pathology Stores (9.00am-4.00pm Sat-9.00am-1.00pm) | Dedicated responsibility and Store keeper in charge for the department of Pathology and processing of stores as per MCI requirement. Material and Inventory Management functions related department of Physiology, Dept of Anatomy, etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Department HOD/ Medical Suptd / Mrs D Jinthuilu |   | Mr Franco Synnah, Mr Jerry Sutnga & Mr Khrawkupar Katrai | Duty schedule as per HOD/MS instruction |
| Mr. I Kharshiang (Store Keeper) Procurement Section (9.30am-5.30pm)                 | Store Billing – Audit related matters, vehicle, Bills, purchase order register, inter office note, expenditure control register, etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Stores & Procurement Officer                    |   | Mr R. Kharkongor   | Saturday, Sunday                        |
| Mr. Medonlang Kharakor (Store Keeper) Ancillary Store- (9.30am-5.30pm)              | Material and Inventory Management functions related to Electrical, Plumbing, Carpentry, allied civil & Engineering stores, Asset entry- including installation and CMC entry/record, marking/labeling of all assets, Asset register, repairing of white goods like Refrigerator, Air Conditioners, Washing Machine, Grinders/oven, sound and PA System. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Mr B Warji                                      |   | Mr Manab Borkakoty                                       | Saturday, Sunday                        |

Circular related to store

  
**D. T. Umdor**  
 Deputy Director (Admin)  
 North Eastern Health Services Administration Institute  
 of Health Services

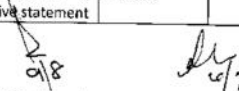
|   |   | other task assigned by the competent authority. |   |   |  |
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| Mr. Somil Kharrymba (Store Keeper)<br>Dialysis Unit<br>(9.00am-4.00pm<br>Sat-9.00am-1.00pm) | Material and Inventory Management functions related to Dialysis Unit, ICU, RCC, OT, and Emergency. The Pharmacist/Store Keeper need to attend the Emergency duty in case of need on holidays weekend or late evening in case of emergencies. Revolving Fund Challans- Stock record as per GFR, Nephrology, General Medicine<br>Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Dedicated responsibility for the department of Pharmacology. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Ms Candida Deon Shadap & RSO pharmacist                       | Duty schedule as per HOD/MS instruction |  |
| Mr. Manly Shabong (Store Keeper)<br>Medical Store<br>(9.30am-5.30pm)                        | Dedicated responsibility and Store keeper In charge for the department of Forensic Medicine and processing of stores as per MCI requirement. Material and Inventory Management functions related to Surgical items, Sutures, Infection control and allies stores etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Mrs Jinthuilu D                                 | Mr Rudolf Lyngdoh & Pharmacist RSO                            | Saturday, Sunday                        |  |
| Mr. Wallamkumar Sylem (Store Keeper)<br>Medical store<br>(9.30am-5.30pm)                    | Dedicated responsibility and Store keeper In charge for the department of Ophthalmology and processing of stores as per MCI requirement. Material and Inventory Management functions related to Drugs, Medicines, Vaccines, Crystalloids and monitoring of stocks related General items for all departments except all ICUs'. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Mrs Jinthuilu D                                 | Mr Punam Chowdhury, Mr Bhalang Kharthangmaw & RSO pharmacist. | Sunday, Saturday                        |  |
| Mr. Jerry Sutnga (Store Keeper)<br>Central Stores<br>(9.30am-5.30pm)                        | Dedicated responsibility and Store keeper in charge for the department of Anatomy and processing of stores as per MCI requirement. Material and Inventory Management functions related to Stationary, Cleaning /Sanitary items, General hospital consumables etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   | Ms E W N Malngiang                              | Mr Khrawkumar Katral & Mrs J Marbaniang                       | Saturday, Sunday                        |  |

Circular related to store


  
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 Deputy Director (Admn.)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NEIGRIHS)  
 Shillong-750018, Meghalaya, India


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| Mr. Pynshailang Warjri (Store Keeper)<br>Radio diagnosis<br>(9.00am-4.00pm<br>Sat-9.00am<br>1.00pm)           | Dedicated responsibility and Store keeper In charge for the department of Radio diagnosis and processing of stores as per MCI requirement. Material and Inventory Management functions related to Departmental Stores including Orthopedics, Physiotherapy, Occupational therapy, P&O Unit, Casualty. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Mr Pynshai Nongrud & Mr Punam Chowdhury. | Duty schedule as per HOD/MS instruction |
| Mr. Rapborlang Pathaw (Store Keeper)<br>Procurement Section<br>9.30am-5.30pm                                  | Records and respective register as per GFR 2017 for EMD, PBG Register, Master Contact of Vendors, Rate Contracts, Tenders, tender openings, Bills, Rate Contract, EMD, Performance Security, BGS, GST related matters, tenders, purchase orders, Team Purchases etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.                                  | Stores & Procurement Officer                    | Mr Malngiang B                           | Saturday, Sunday                        |
| Mr. Pynshai Nongrud Syiem (Store Keeper)<br>Anaesthesia Department<br>(9.00am-4.00pm<br>Sat-9.00am<br>1.00pm) | Dedicated responsibility and Store keeper In charge for the department of Anaesthesiology and processing of stores as per MCI requirement. Material and Inventory Management functions related to Departmental Stores – Anesthesia, ICU, All OTs, Pain Clinic and Casualty etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.                       | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Mr Pynshailang Warjri                    | Duty schedule as per HOD/MS instruction |
| Mr. Franco Synnah (Store Keeper)<br>Microbiology<br>(9.00am-4.00pm<br>Sat-9.00am<br>1.00pm)                   | Dedicated responsibility and Store keeper In charge for the department of Microbiology and processing of stores as per MCI requirement. Material and Inventory Management functions related to Departmental Stores including Dentistry, Dermatology and Psychiatry, etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.                              | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Mrs Marbaniang & Mr Rudolf Lyngdoh       | Duty schedule as per HOD/MS instruction |
| Mr. Sipulshon Kharbikhhiew (Store Keeper)<br>Pediatric Department<br>(9.00am-4.00pm)                          | Dedicated responsibility and Store keeper In charge for the department of Pediatrics and processing of stores as per MCI requirement. Departmental Stores – including Pediatrics Unit, NICU, Pediatrics ICU and Neurology. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement   | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Mr Armoham Nongrum                       | Duty schedule as per HOD/MS instruction |

Circular related to store

  
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 Deputy Director (Admin.)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NEIGRIHS)  
 Shillong 786010, Meghalaya, India


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| Sat-9.00am<br>1.00pm)  | and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   |   |   |   |
| Mr. Khrawkumar J<br>Katrai<br>(Store Keeper)<br>Central store<br>9-30am-5-30pm                         | Dedicated responsibility and Store keeper In charge for the department of Physiology and processing of stores as per MCI requirement. Medical Equipments; closed accessories of systems, Asset entry- including installation and CMC entry/record, marking/labeling of all assets. Separate asset registers for all Projects including ICVR, DBT etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Ms E W N<br>Malngiang                                       | Mr Jerry<br>Sutnga &<br>Mrs<br>Marbaniang                         | Saturday,<br>Sunday                                 |
| Mr. Armoham<br>Nongrum<br>(Store Keeper)<br>CTVS<br>(9.00am-4.00pm<br>Sat-9.00am<br>1.00pm             | Dedicated responsibility and Store keeper In charge for the department of Surgical Oncology, Medical Oncology, Radio-Therapy and processing of stores as per MCI requirement. Departmental Stores – CTVS ICU, CTVS Unit Oncology, Radiotherapy including Ward/ OPD etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders, All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Department<br>HOD/ Medical<br>Suptd<br>/ Mrs D<br>Jinthuilu | Mr<br>Sipuishon<br>Kharbikhie<br>w & Mrs<br>Cassandra<br>Suchiang | Duty<br>schedule<br>as per<br>HOD/MS<br>instruction |
| Mr. L Premananda<br>Singh<br>(Store Keeper)<br>Medical stores<br>9-30am-5-30pm                         | Dedicated responsibility and Store keeper In charge for the department of Department of Community Medicine, Rural Training Health Centre, Urban Training Health Centre and processing of stores as per MCI requirement. Departmental Stores -Monitoring of relevant stocks/stores of all Department/Section in respect of Surgical stores, Disposables, Consumables. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Dedicated responsibility for the. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. | Mrs<br>Jinthuilu  | Mr<br>Kitboklang<br>Kharkongor                                    | Monday,<br>Sunday                                   |
| Mr. Netaji<br>Subhranshu Shekhar<br>Samal<br>(Store Keeper)<br>Procurement<br>Section<br>9-30am-5-30pm | All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017. Agendas for IPC, Purchase Committee; Standing Finance Committee, preparation of Comparative statements of bids, CMC/AMC Orders, verification/preparation of purchase Orders. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of   | Stores &<br>Procurement<br>Officer                          | Ms Lina<br>Baruah, SA   | Saturday<br>, Sunday                                |

Circular related to store

  
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 Deputy Director (Admin.)  
 North Eastern Indira Gandhi Regional Institute  
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 Shillong-793018, Meghalaya, India

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|  | award/orders. Responsibility for notifying and conducting meetings of the Tender Committee, Technical evaluation committee, Internal Purchase Committee and Purchase Committee. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.   |   |                       |   |
| Mr. Gauri Shankar Bharali<br>(Store Keeper)<br>Ancillary Store<br>9-30am-5-30pm                                | Material and Inventory Management functions related to Furniture, Office Equipments, Hospital Furniture, Computers & systems , Asset register ,Quarters, Hostels and Asset entry- including installation and CMC entry/record , marking/labeling of all assets , General stores, repair and maintenance , UPS & UPS Battery, emergency stores during holiday/ weekends stores etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Mr B Warjri                                     | Mr Manab borkakoty    | Saturday , Sunday                       |
| Mr. Wello Warjri<br>(Store Keeper)<br>Procurement Section<br>9-30am-5-30pm                                     | Formulation of all tenders, CPPP uploading, compliances, processing of digital signatures, Specification record, purchase requisitions, indents, rate Contracts, tenders, purchase orders, CMC/AMC of Machinery and Equipments, Tender relating activities. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Stores & Procurement Officer                    | Ms Amanda D Syiem     | Saturday , Sunday                       |
| Mr. Santoshi Prasad Sarkar<br>(Pharmacist)<br>Department of OBG<br>9.00 am – 4.00 pm<br>Sat- 9.00 am – 1.00 pm | Dedicated responsibility and Pharmacist In charge for the department of Department of Obstetrics and Gynecology, IVF unit, Labour OT/room including Ward &OPD, Labour room and processing of stores as per MCI requirement. Departmental Stores including in charge stores of obstetrics and Gynecology, IVF including Ward &OPD, Labour room. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.<br><u>Additional duties and responsibilities:</u><br>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, | Department HOD/ Medical Suptd / Mrs D Jinthuilu | Ms Cassandra Suchiang | Duty schedule as per HOD/MS instruction |

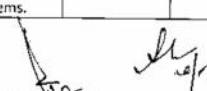
Circular related to store

  
D. T. Wmdor  
Deputy Director (Admn.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRI) (ICR)  
Shillong 786013, Meghalaya, India





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|   | <p>discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.</p> <p>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent.</p>   |  |  |   |
| <p>Mr. Shahjahan Ali Ahmed<br/>(Pharmacist)<br/>Medical store<br/>9-30am-5-30pm</p>                   | <p>All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Responsibility for management of Hospital Revolving fund, IVF, Instruments, Prosthetics and Orthopedics workshop and PT occupational Therapy, Accessories of negative pressure wound, lamp, all system, dental, steam sterilizers, physiotherapy. Indents, tenders, Purchase and monitoring of stocks. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents, price bid, comparative statement and letter of award/orders. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.</p> <p><u>Additional duties and responsibilities:</u><br/>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.</p> <p>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent.</p> | Mrs D. Jinthuillu                                | Mr Rudolf Lyngdoh / Mr. W. Shanborlang Swer  | Sunday, Friday                          |
| <p>Ms. Cassandra Suchiang<br/>(Pharmacist)<br/>Stores &amp; Procurement Section<br/>9-30am-5-30pm</p> | <p>Processing and verification of all bills pertaining to drugs/surgical/Medical Stores and countersigning. Records related medical stores with regard to bidding documents; preparation, finalization &amp; checking of price bid, comparative statement of medical stores, letter of award/orders of drugs/surgical/Medical Stores and exclusive responsibility for processing of CMC of all equipment, stores and systems.</p>  | Stores & Procurement Officer / Mrs D. Jinthuillu | Mr. Netaji S. Samal/ Mr. W. Shanborlang Swer | Duty schedule as per HOD/MS instruction |

Circular related to store

  
 D. J. S. Mondor  
 Deputy Director (Admin)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NIGRIHS)  
 Shillong-793018, Meghalaya, India

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|  | <p>All matters related to import documentation, CDEC, GST, record and processing of special permits/ e-permits. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents, price bid, comparative statement and letter of award/orders, Letter of credit (LC) &amp;HSCC related matters. Maintenance of LC Register, LC Application and installation certificate of all Equipment's, Bill of Entry Custom Documents and forward Controlled copy of Bills of Entries to respective Bank CDEC, NMIC Customs related documents for all Stores etc. Agendas for IPC, Purchase Committee; Standing Finance Committee, All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including; assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.</p> <p><u>Additional duties and responsibilities:</u><br/>Toto correspond with the different hospitals and mobilize the shortly expiring drugs, surgical stores and miscellaneous work as assigned by Controlling Officer/Pharmacist Superintendent.</p>   |   |  |  |
| <p>Ms. Candida Deon<br/>(Pharmacist)<br/>Dialysis Unit<br/><br/>(9.00am-4.00pm<br/>Sat-9.00am<br/>1.00pm</p> | <p>All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Management of stores in respect of Dialysis Unit, ICU, RCC, OT, Emergency. The Pharmacist/Store Keeper need to attend the Emergency duty in case of need on holidays weekend or late evening in case of emergencies, Revolving Fund Challans- Stock record as per GFR, Nephrology, Gen Medicine. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents, price bid, comparative statement and letter of award/orders. Shall take full responsibility for commercial evaluation including; assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.</p> <p><u>Additional duties and responsibilities:</u><br/>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.<br/>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent.</p> | <p>Department<br/>I<br/>HOD/Medical<br/>Superintende<br/>nt/ Mrs D<br/>Jinthulliu</p> | <p>Mr Somil<br/>Kharrymba/<br/>Mr. W.<br/>Shanborlang<br/>Swer</p> | <p>Duty<br/>schedule<br/>as per<br/>HOD/MS<br/>instruction</p> |

Circular related to store

  
  
**D. T. Umdor**  
 Deputy Director (Admn.)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NEIGRIIMS)  
 Shilong-793018, Meghalaya, India

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|--|--|---|---|-------------------------|
| <p>Mr. Kitboklang Kharkongor (Pharmacist) Medical store 9-30am-5-30pm</p>  | <p>All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Management, monitoring of relevant stocks/stores and processing of stores of all Department/ Section; Surgical stores, Disposables, Consumables. Dedicated Responsibility for the department of General Medicine. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents, price bid, comparative statement and letter of award/orders. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.</p> <p><u>Additional duties and responsibilities:</u><br/>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.<br/>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent.</p> | <p>Mrs D Jinthuilu</p>                        | <p>Mr. Lashram Premananda Singh / Mr. W. Shanborlang Swer</p> | <p>Saturday, Sunday</p> |
| <p>Mr. Paul Miki Kurbah (Audio Visual Technician) Bio-Medical Engineering Workshop (9.00am-4.00pm Sat-9.00am - 1.00pm)</p> | <p>Complaints pertaining to malfunctioning/non-functioning equipments, systems, UPS system, all teaching aids including interactive board, presenter, visualize, overhead projectors shall be attended by audio visual technician on day to day basis. To assist Bio-medical engineer in installation of equipment and maintenance of systems. To assist Bio-medical engineer in installation of equipment and maintenance of systems. Shall take full responsibility for work handled / allocated to official and any other task assigned by the competent authority.</p>   | <p>Bio Medical Engineer/ Ms EWN Malngiang</p> | <p>Mr. Maxwell C. K. Jahrin</p>                               | <p>Saturday, Sunday</p> |
| <p>Mr. Maxwell C. K. Jahrin (Audio Visual Technician) E Procurement Section 9-30am-5-30pm</p>                              | <p>Complaints pertaining to malfunctioning/non-functioning computers, Printers, UPS system, all teaching aids including interactive board, presenter, visualize, overhead projectors shall be attended by audio visual technician on day to day basis. Other duties, responsibilities as per details enclosed. Assisting Mr M Khonglah in ERP/TALLY System, E-Procurement, Management of Office System, Projects, Office Equipments, Repair &amp; Maintenance of Machinery and Equipments, Minor Works. Shall take full responsibility for work handled / allocated to official and any other task assigned by the competent authority.</p>  | <p>Mr M Khonglah/ Ms EWN Malngiang</p>        | <p>Mr. Paul Miki Kurbah</p>                                   | <p>Saturday, Sunday</p> |
| <p>Ms. Lina Baruah</p>   | <p>Maintenance of Purchase Order and concurrence register.</p>   | <p>Store &amp;</p>                            | <p>Mr. Netaji S.</p>  | <p>Saturday</p>         |

Circular related to store

*[Signature]*  
D. T. Umdor  
Deputy Director (Admn.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)  
Shillong-793018, Meghalaya, India

Circular related to store

*[Signature]*  
D. T. Umdor  
Deputy Director (Admn.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)  
Shillong-793018, Meghalaya, India

|   |  |   |                           |                         |
|---|--|---|---------------------------|-------------------------|
| Statistical Assistant<br>Procurement<br>Section<br>9-30am-5-30pm                          | Agendas for IPC, Purchase Committee; Standing Finance Committee, preparation of Comparative statements of bids, CMC/AMC Orders, verification/preparation of purchase Orders. Preparation of budget statement (Month/Quarter/Annual basis), all statistical related activities, preparation of comparative statement, verification of bidding documents, monitoring and checking of equipment & consumables file, preparation of LC application, to prepare monthly achievement report, to conduct physical verification of consumables, disposables etc. quarterly basis, intimation with regard to submission of price justification. Processing of bills/statement related to Purchase Committee/ Internal Purchase Committee, other meetings and Assistant to Stores and procurement Officer. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017. Responsibility for notifying and conducting meetings of the Tender Committee, Technical evaluation committee, Internal Purchase Committee and Purchase Committee.  | Procurement officer                         | S. Samal                  | Sunday                  |
| Mr. Gyanendra<br>Vikram Alley, MTS<br>Ancillary Store<br>9-30am-5-30pm                    | Receipt of dak, maintenance of dak/register, maintenance of file register/ file movement register, indexing, recording, and typing. Assisting in Electrical, plumbing, Carpentry, Allied Civil & Engineering stores. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017.  | Mr. B. Warjri                               | Mr. Medonlang<br>Kharakor | Saturday<br>, Sunday    |
| Mr. W. Shanborlang<br>Swier, Store Keeper<br>Department<br>Medical Store<br>9-30am-5-30pm | All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Material Management functions related to processing of general surgical stores, for OPDs, Blood Bank and additionally Stationary and Sanitary item.<br>Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Dedicated Responsibility for the department of General Surgery. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.<br><u>Additional duties and responsibilities:</u><br>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug list, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.<br>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist | Mrs D<br>Jinthuiliu /Ms<br>EWN<br>Malngiang | Mr Jerry<br>Sutnga        | Thursday<br>&<br>Sunday |

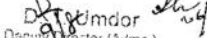
Circular related to store

D. T. Dindor  
Deputy Director (Admin.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHS)  
Shillong-793018, Meghalaya, India

|   |  |                    |  |                   |
|---|--|--------------------|--|-------------------|
|   | Superintendent/ Medical Superintendent.  |                    |  |                   |
| Mr. Sujit Barua,<br>Store Keeper<br>Ancillary Stores<br>9:30am-5:30pm       | Dedicated responsibility for processing of entire Institute requirements through Government e market place (GEM) including general stores, all systems, furniture and IT stores. Record of all Disposal and auction of Medical and non medical stores. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  | Mr. B. Warjri      | Mr. Gouri Shankar Bharali                  | Saturday , Sunday |
| Upper Divisional Clerk<br>Central Store<br>9-30am-5-30pm                    | Audit related matters internal audit/CAG audit, Preparation CS/Supply order/interdepartmental note, typing of office order, Circular, utilization report, verification of CS & supply order, Receipt of dak, maintenance of dak/register, maintenance of file register/ file movement register; assistance in Disposal of Stores. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores.  | Ms E W N Malngiang | Mr. Manly Shabong                          | Saturday , Sunday |
| Upper Divisional Clerk<br>Procurement Section<br>9-30am-5-30pm              | Billing Section, preparation of CS, dispatch, preparation of inter departmental note pertaining to store bill, circular, office order etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders.  | Mr. Kharshing      | Mr. R. Kharkongor                          | Saturday , Sunday |
| Mr. Bhalang Kharthangmaw<br>Pharmacist<br>Medical Store<br>9.30 am- 5.30 pm | Drugs, Medicines, Vaccines, Crystalloids and monitoring of stocks. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.<br><u>Additional duties and responsibilities:</u><br>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.<br>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent. | Mrs D Jinthulliu   | Mr Wallam Kupar Syiem & Mr Punam Chowdhury | Friday, Sunday    |


RSSO

Circular related to store

  
D.T. Umdor  
Deputy Director (Admin)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)  
Shillong-786018, Meghalaya, India

|  |                                |
|--|--------------------------------|
| of Surgery, Burns unit, wards and Surgical Intensive care unit. Processing of stores related to Pharmacology, Forensic, Community Medicine, Central Animal House & Medical Education Unit. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, | Kharrymba, Mr Premananda Singh |
|--|--------------------------------|

Circular related to store

  
D.T. Umdor  
Deputy Director (Admin)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)

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|---|---|--|---|--|
| <p>Pharmacist/Storekeeper<br/>Department of<br/>Biochemistry<br/>9.00 am – 4.00 pm<br/>Sat- 9.00 am – 1.00 pm</p> | <p>Dedicated responsibility and Store keeper in charge for the department of Biochemistry and processing of stores as per MCI requirement. Departmental Stores – Biochemistry, Central Laboratory, etc. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents, price bid, comparative statement and letter of award/orders. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.</p> <p><u>Additional duties and responsibilities:</u><br/>Dispense medicines to patients on the prescription of the registered Medical Practitioner, provide counseling and health education to the patient, assist in the management of pharmacy department, maintain records of ADR, provide pharmaceutical services to the inpatients, formulate extemporaneous preparation and specialized products, discuss with clinician/ health professional to provide better patient care, conduct prescription surveys and propose changes on the Essential Drug List, attend emergency duty as and when required, indent and check the drugs and non-drugs, maintain records of the equipment and other supplies of the unit, documentation of records and literature.<br/>Review of quantification of annual drug requirements of the county/ state, verification of the annual indents received from storekeepers of different hospitals, to visit the hospitals for inventory monitoring, physical verification and analysis, to correspond with suppliers on the supply of drugs and non-drugs, to discuss issues related to the Pharmaceutical supplies with the other health staff of the department to improve quality of service, to correspond with the different hospitals and mobilize the shortly expiring drugs and miscellaneous work as assigned by Pharmacist Superintendent/ Medical Superintendent.</p> | <p>Departmental<br/>HOD/Medical<br/>Superintendent/<br/>Mrs D Jinthulliu</p> | <p>Mr Santoshi<br/>Prasad Sarkar</p>  | <p>Duty<br/>schedule as<br/>per HOD/MS<br/>instruction</p>     |
| <p>Pharmacist/Store<br/>Keeper<br/>Department of Surgery<br/>9.00 am – 4.00 pm<br/>Sat- 9.00 am – 1.00 pm</p>     | <p>Dedicated responsibility and Pharmacist/Store keeper in charge for the department of Department of Surgery and processing of stores as per MCI requirement. Departmental Stores including Department of Surgery, Burns unit, wards and Surgical Intensive care unit. Processing of stores related to Pharmacology, Forensic, Community Medicine, Central Animal House &amp; Medical Education Unit. Records related to assigned/related tenders; preparation, finalization &amp; checking of bid documents,</p>  | <p>Departmental<br/>HOD/Medical<br/>Superintendent/<br/>Mrs D Jinthulliu</p> | <p>Pharmacist<br/>RSSO, Mr<br/>Manly<br/>Shabong, Mr<br/>Somil<br/>Kharrymba,<br/>Mr<br/>Premananda<br/>Singh</p> | <p>Duty<br/>schedule as<br/>per<br/>HOD/MS<br/>instruction</p> |

Circular related to store


D. J. Umdor  
Deputy Director (Admin.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHMS)  
Shillong-793018, Meghalaya, India

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|---|--|----------------------------|----------------------|------------------------|
|   | price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.  |                            |                      |                        |
| Mr. Welson Warjri<br>(Gas Keeper)<br>Medical Gas Store<br>9-30am-5-30pm | All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Oxygen Generation unit. All road permits, State permits, DGHS and excise clearance documents. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.                   | Ms E W N<br>Malngiang /BME | Mr. Ganesh<br>Roy    | Saturday,<br>Sunday    |
| Mr. Ganesh Roy<br>(Gas Keeper)<br>Medical Gas Store<br>9-30am-5-30pm    | All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Oxygen Generation unit. To assist in installation and maintenance of electronic /electrical systems of systems. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority. | Ms E W N<br>Malngiang /BME | Mr. Welson<br>Warjri | Wednesday,<br>Thursday |

**Job Profile, description and responsibilities of the GAS KEEPER.**

- The Duties of the Gas Keeper are to receive the materials according to the specifications, rates, quantity as enlisted in the supply Order before passing the bills.
- It is his duty to report any breakage, damages and shortages in receipt of the materials received.
- It is the responsibility of the Gas keeper to maintain an Asset register for recording of all the assets after obtaining the relevant papers duly certified by the concerned HOD/user. The asset register maintained by the Gas keeper is a cross checking system where both the closing of the Store Section and Accounts section should be tallied.
- He has to get the certificate of quality from the Technical officer before accepting the materials received. After obtaining the Technical opinion it is the duty of the Gas Keeper to take them into Stores Received Book and Check measured or countersigned by the In-charge of the Stores.
- To get the approval of Quality Control Committee for taking into stock the materials received.
- It is the Duty of the Gas Keeper to classify the materials and give the codification number and keep them in the stores at an appropriate place after making necessary entries in the Bin cards and Stock Registers. He should also be well versed with the location of all the classified materials.
- It is also the Duty of the Gas Keeper to issue materials according to the indents raised by the Sections/Department. He should check properly that the indents are countersigned by the indenting and Controlling Officers and with estimates; Job orders/work orders etc., before accepting the indent. A proper authorization has to be received before delivering the materials from the indenter.

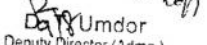
Circular related to store

  
**D. I. Umdor**  
 Deputy Director (Admin.)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NEIGMS)  
 Shillong, Meghalaya

- The timely replenishment of materials by fixing Maximum level, Minimum level, Order level, and Danger level of the Stocks to be on hand is also the duty of the Gas Keeper. Gas Keeper has to send the periodical statements of consumption of materials, requirements of materials, obsolete items and unserviceable items for taking appropriate action.
- The Gas Keeper is solely responsible for the materials which are under his custody for loss, damages, spoilage, theft, etc. It is his/her responsibility to preserve the materials which are under his custody without spoil and damage. He should also take precautions against fire, theft and other natural calamities. Gas Keeper is individually responsible for issuing the materials as per the specifications of the indenting Officer.
- It is also the responsibility of the Gas Keeper to keep all the records up to date and keep the closing balances correctly. The Gas Keeper is responsible to keep the required inventory and making right issues at right time for the Department's smooth running and for the economy in procurement. In general the Gas Keeper only are responsible for any lapses in the Stores for receipts, issues and in accounting.
- The Gas Keeper will be responsible to the In-charge/ administration and they are entrusted with the supervision of stores for the safe, storage, protection from loss, damage or deterioration in the condition, of stocks entrusted to his/her charge.
- Gas Keeper will arrange to keep stores in a neat and orderly manner and ensure that all Container's, Cylinders, Packages, etc. are properly labeled and kept in proper storage as per the natures of the items. He/she will prepare and submit regular indents to the In-charge Central Store in accordance with the delivery program of the section departments from time to time. He/she will follow meticulously, all indenting procedures circulated from time to time.
- Gas Keeper will take necessary steps to replenish stocks well in time to avoid any difficulty in supply on account of any item going out of stock. He/she shall bring to the notice of the Medical Superintendent store running short and prepare by hand urgent indents for submission to the Procurement Section through proper channel. Gas Keeper will bring to the notice of In-charge/Medical Superintendent and submit urgent demands with in time when the stock require replenishment to allow replacement to be made before actual depletion occur. He will ensure that a buffer stock of a minimum of 15 days is always available in respect of listed items.
- The Gas Keeper will duly initial the indent on each page and thereafter have it countersigned by the Controlling Officer/Department In-charge before submission and will also initial all cuttings / overwriting / alternations made in the indent. Proper care should be taken to ensure that such occasions are rare.
- Gas Keeper will be responsible for correct accounting of all stores/different type of gases and for maintaining stock and issue registers and make entries in the registers and file the vouchers in serial order and produce the same for checking/inspection at the time of verification of stores cum countersignature of the In-charge. He will make all entries in clear & legible, handwriting, cuttings / overwriting must be avoided as far as possible. He/she will initial all entries in the stock ledger pertaining to the receipts and issue of the stores.
- Gas Keeper shall issue to indenters' etc. stores under his/her custody only on the authorization of the In-charge/Medical Superintendent.
- Issue of materials to all Divisions based on their requisition as per approval of the competent authority.
- The Gas Keeper should see that all available space in the store should be utilized to the maximum utility. The Physical Verification of the Departments Store and conduct Annual Physical Verification of the department's Stores in each financial year. It is the Duty of the Gas Keeper to give the certificate of physical verification to the respective In-charge after completion of the verification of the Stores. It is Duty of the Gas Keeper to list out the obsolete if any and immovable items and recommend for necessary action and give replies for the remarks raised by the Audit in respect of Stores.
- In the process of replenishment of stock, the Gas Keeper should see that all quantity required/specifications based on the past as per the user should be intimated to the Purchase Department at the earliest for processing. The Gas Keeper will also expedite the purchase process/tendering/opening of bids and finalize the rate for placing order, with the store and purchase department.
- The Gas Keeper should see that all purchase orders are execute in time by the supplier. It is the duty of the Gas Keeper to inform the purchase department/competent authority if any vendor fails to execute the order in time so that proper action can be taken.
- A proper book keeping by the Gas Keeper is a very essential to provide continuous flow of medical gases to the Hospital. The reports, statistic given by the Gas Keeper are very important for preparing of Budget for next year consumption/expenditure of the organization.
- Any other work assigned by the In-Charge-Central Stores /Store & Procurement Officer/Medical Superintendent from time to time.

|   |   |  |                                   |                  |
|---|---|--|-----------------------------------|------------------|
| Mr Teibok Wahlang, Gas Mechanic posted at Oxygen generation room & Central Stores | Operation and Maintenance of Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of Oxygen Cylinder and maintenance of Stock related to Type B, Type D. All Materials Management functions, | Bio Medical Engineer/ Ms. E.W.N. Malngiang | Mr. Welson Warjri/ Mr. Ganesh Roy | Saturday, Sunday |
|---|---|--|-----------------------------------|------------------|

Circular related to store

  
 D. P. Umdor  
 Deputy Director (Admn.)  
 North Eastern Indira Gandhi Regional Institute  
 of Health and Medical Sciences (NEIGRIIMS)  
 Shilong-783018, Meghalaya, India



|                  |  |  |  |  |
|------------------|--|--|--|--|
| 9.30 am- 5.30 pm | Inventory functions as per GFR 2017, for the respective stores. Shall take full responsibility for handling of duties in the Oxygen generation unit including operation, maintenance, Gas manifold system including all allied works handled / a located to official and any other task assigned by the competent authority. |  |  |  |
|------------------|--|--|--|--|

All professionals need to attend emergency duties, in case of need, on holidays/weekends / late evenings or as other duties as assigned by competent authority, from time to time. All handing over and taking over in respect of transfer of charge as per GFR Form 16, shall be completed under intimation to the respective Head of Department/In charge within 14.08.2017.

Copy for information:

- PS to Director for Director's information
- PS to Deputy Director/Deputy Financial Advisor
- PS to Dean: For record and as per MCI requirement of storekeepers/Pharmacist in department
- PS to Medical Superintendent
- Prof & HOD/in charge- Faculty all Departments
- Principal, Nursing College
- SE/Executive Engineer/AE (E) /Bio Medical Engineer
- Sr Accounts Officer/AAO (A)/AAO(B)
- AR/AAO/AAO Estt-I /Estt-II/Estt-III/Estt –Genl: For record of personal file please
- Nursing Superintendent
- Notice Board/Website
- Record file and All personnel files

*[Signature]*  
Deputy Director (Administration)

**D. T. Umdor**  
Deputy Director (Admn.)  
North Eastern Indira Gandhi Regional Institute  
of Health and Medical Sciences (NEIGRIHS)  
Shillong-793018, Meghalaya, India

Circular related to store