



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, Mawdiangdiang, Shillong – 793018 Meghalaya

Ref: NEIGR/S&P/A-03/2016-17/Pt-II

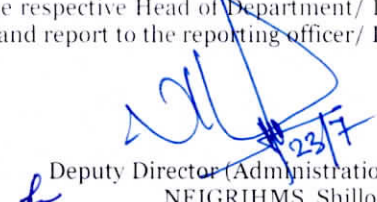
Date: 17/07/2020

OFFICE ORDER

In continuation to Office order NEIGR/S&P/A-03/2016-17, dated-02/07/2020 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 partial modification in allocation of duties and responsibilities is considered with immediate effect, till further orders.

Professional/ Employee	Description of duties, responsibilities and work profile	Reporting authority	Link In-charge/ Professional	Weekly Off
Mr. Pynshailang Warjri (Store Keeper) Central Stores (9:30 am-5:30 pm)	Material and Inventory Management functions related to Linen, Clothing, printing (to take assistance of Mr. Dabit Kharपुरi and complete all orientation within first 60 days of posting). All GeM processing, updating of electronic records relating to remittance/ payments by Accounts on GeM, Assisting In-charge Central Stores for Disposal of stores, record of stocks as per GFR Format. Orientation on Tally ERP and other IT/ related system. Dedicated responsibility and Store keeper In charge for the department of Dentistry and processing of stores as per MCI requirement. 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 and any other task assigned by the competent authority. 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 Jerry Sutnga & vice-versa	Saturday, Sunday
Mr. Sujit Barua, (Store Keeper) Central Stores (9:30 am-5:30 pm)	Material and Inventory Management functions related to Accessories relating to assets and monitoring of stocks related to all stores for the Casualty and all Emergency units. 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 and any other task assigned by the competent authority. 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. He is also to assist Mr. Pynshailang Warjri, in case of requirement/ absence.	Ms E W N Malngiang	Mr Khrawkumar J. Katrai & vice-versa	Saturday, Sunday

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. All officials/ staff are directed to report to their respective place of posting and report to the reporting officer/ In-charge with immediate effect.


Deputy Director (Administration)
NEIGRIHMS, Shillong

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 departments
- PS to Medical Superintendent/ Principal, Nursing College/ Nursing Superintendent
- Prof & HOD/In charge- Faculty all Departments/ Sr Accounts Officer/AO (A)/AAO(B)
- SE/Executive Engineer/AE (E) /Bio Medical Engineer
- AR/AO/AAO Estt-I /Estt-II/Estt-III/Estt -Genl/ Notice Board/Website/ Record file and All personnel files

Circular related to store