



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/S&P/MED STORE/POLICY/18-19/01

Dated: 5<sup>th</sup> July 2018

CIRCULAR

In reference to approval of IPC Vide No. 2/18-19 dated 29<sup>th</sup> May 2018, all departments /section are to submit demand requisition of their projected requirements of drugs, medicines, surgical & disposables, stationaries and consumables etc on quarterly phased manner on regular basis in the prescribed format (copy enclosed) according to priority/need, with present availability of store and pattern of consumption and estimated cost, if any.

It may be clarified that the indent/demand requisition should reach latest by 15<sup>th</sup> of the preceding month for the subsequent quarter. For example the indent/demand requisition should reach latest by 15<sup>th</sup> September 2018 for the third quarter i.e October-December 2018.

It may be noted that no indents in this regards would be received after the above mentioned period **except in case of emergency.**

*Surgery* *Community* *Pharmacy* *OT & G* *Ophthalmal*  
*1/8/18* *1/8/18* *1/8/18* *1/8/18* *1/8/18*  
*Dental*  
*Deputy Director (Admn)*  
*NEIGRIHMS*

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean NEIGRIHMS, Shillong.
2. All Head of Departments, NEIGRIHMS, Shillong .
3. Executive Engineer /Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong .
5. Principal of College of Nursing, NEIGRIHMS, Shillong .
6. Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong .
7. Librarian, NEIGRIHMS, Shillong .
8. Assistant Registrar Estt-2 & Academics, NEIGRIHMS, Shillong.
9. Assistant Registrar Estt-3 & Examination, NEIGRIHMS, Shillong.
10. AAO Estt-1 & GAD, NEIGRIHMS, Shillong.
11. Administrative Officer Estt-1 & GAD.
11. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong .
12. Chief Security Officer, NEIGRIHMS, Shillong.

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*(Micro)*

*1/8/18*

*1/8/18*  
*CTVS*

*1/8/18*

*Oncology Department*  
*1/8/18*

*1/8/18*

*Deputy Director (Admn)*  
*NEIGRIHMS*