

पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान / North Eastern Indira Gandhi Regional  
Institute of Health and Medical Sciences

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान) / (An Autonomous Institute,  
Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडियांगडंग, शिलांग -793 018 (मेघालय) / Director's Block, Mawdiangdiang, Shillong -  
793 018 (Meghalaya)

F. No: NEIGR/S&P/A-03/2016-17

Dated: 20<sup>th</sup> December' 2019

**CIRCULAR**

In continuation to Institute's circular F.No. NEIGR/S&P/188/2006 dated 07.02.2018, all departments /section are to submit detailed list of stores, furniture, office equipments etc requiring minor repair and maintenance by 1<sup>st</sup> week of December and 1<sup>st</sup> week of July of every year, according to priority/need to In-charge ancillary stores by e-mail: [ancillarystoreneigrihms@gmail.com](mailto:ancillarystoreneigrihms@gmail.com) . Stores along with Medical education Unit / Central workshop shall schedule the workshop for minor repair and maintenance.

In case of medical equipments, bi-annual preventive maintenance contract exist with the e-bidders/ manufacturers/ principals for maintenance and upkeep of all equipments during warranty and comprehensive maintenance contract period . Bio Medical department may be contacted over e-mail: [bme.neigrihms@gmail.com](mailto:bme.neigrihms@gmail.com).

This is for information of all concerned.

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(E)/© /Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong .
5. Principal, College of Nursing, NEIGRIHMS, Shillong .
6. Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong .
7. Librarian, NEIGRIHMS, Shillong / Principal Nursing College
8. Assistant Registrar Estt-2 & Academics, NEIGRIHMS, Shillong.
9. Assistant Administrative Officer, Estt-1&3, NEIGRIHMS, Shillong.
10. Assistant Administrative Officer, GAD, NEIGRIHMS, Shillong.
11. Vigilance, Disciplinary & Legal Section, NEIGRIHMS, Shillong.
11. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong .
12. Chief Security Officer, NEIGRIHMS, Shillong/ DPA for uploading on the Institute's website

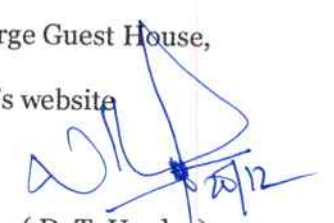


( D. T. Umdor )

Deputy Director (Admin.)

NEIGRIHMS (Admn.)

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



( D. T. Umdor )

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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 विभाग, स्वास्थ्य संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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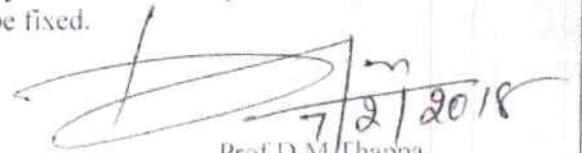
F.No.NEIGR/S&P/188/2006/PtII

Dated: 07/02/2018

**CIRCULAR**

Reference is drawn to this Institute's Circular of even reference, dated 21/11/2013. It is hereby informed to all concerned that the following guidelines are laid down in addition to existing Rules in respect of "Disposal of obsolete or unserviceable stores, equipments, instruments, furniture and unusable material".

1. The concerned Head of Departments/ Head of Sections shall declare on quarterly basis, the details of obsolete or unserviceable stores, equipments, instruments, furniture and unusable material with year of purchase/ installation, book value, reserve price and technical reasons for declaring the stores as obsolete or unserviceable, as per GFR Rule- 217.
2. The disposal and condemnation committee constituted by the competent authority at appropriate levels, need to verify and declare the store as obsolete or unserviceable or otherwise as per GFR Rule-217. In case, the stores become unserviceable due to negligence on the part of the employee, the responsibility for the same should be fixed by the concerned Head of Departments/ Head of Sections.
3. Thereafter, the stores declared obsolete or unserviceable by the disposal committee shall be disposed off in an eco- friendly manner, through proper procedure after assessing the residual value, by Central Stores under intimation to Accounts Section/ Security Officials and concerned Head of Departments/ Head of Sections. All profits and losses due to revaluation, stock taking or other causes shall be duly recorded and adjusted in the book of Accounts.
4. The concerned Head of Departments/ Head of Sections shall be responsible for all disposal and condemnation of the departments/ sections and following the guidelines as per GFR. In case of negligence on the part of any employee/ officer in respect of disposal without following procedure, the responsibility should be fixed.

  
7/2/2018  
Prof D M Thappa,  
Director, NEIGRIHMS, Shillong  
Tel: 0364-2538001/13

CC:

1. DDA/MS/Dean/Principal, Medical College NEIGRIHMS, Shillong.
2. The Financial Adviser, NEIGRIHMS, Shillong / DDA / MCI - Cell - Prof. Incharge / S. AO / AO(A)
3. All Head /In charge of Departments, NEIGRIHMS, Shillong / All DMS / Asst Dy - HA
4. Superintendent Engineer/Executive Engineer /Estate Officer (C).
5. Store & Procurement Section/Biomedical Engineer, NEIGRIHMS, Shillong
6. Principal, College of Nursing, NEIGRIHMS, Shillong
7. AAO(A)/AO, NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong
9. AO Estt-I & GAD/ AR-Estt-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