CIRCULAR

The Institute has been issuing Vehicle Pass to employees strictly for attending their official duties with the sole purpose that they reach their respective work places without any difficulty. However, it is reported that the vehicle passes issued by the Institute are being misused by some employees.

It is hereby directed that Vehicle Passes be strictly meant for movement from residence to workplace and back. In the event, if any employee is being stopped/ questioned by the District Administration for violating/ misusing of the Institute vehicle passes, the Institute will not take any responsibility.

On expiry of validity of the current vehicle pass i.e. 31st March 2020, employees are requested to renew and collect the vehicle pass from General Administration. Employees availing the vehicle passes should clearly mention their name, ID Card No., department to which they belong, vehicle no and vehicle make (eg. Maruti Swift, Hyundai i10, bike, scooty, etc). Employees will be issued single pass only for 1 (one) vehicle.

“The Vehicle Pass is meant to be used strictly within Shillong Region only”.

Deputy Director (Admn)

Copy for information necessary action to:

1. Dean, NEIGRIHMS.
2. The Medical Superintendent, NEIGRIHMS
3. The HOD/HOD Incharge fo all Dept., NEIGRIHMS
4. The Principal, College of Nursing, NEIGRIHMS
5. The Librarian, NEIGRIHMS
6. The Chief Security Officer, NEIGRIHMS  
7. The Law Officer, NEIGRIHMS  
8. The Store & Procurement Officer, NEIGRIHMS  
9. The Executive Engineer (Civil), NEIGRIHMS  
10. The Assistant Engineer (Electrical), NEIGRIHMS  
11. The Accounts Officer, NEIGRIHMS  
12. P.A to Director for kind information of the Director, NEIGRIHMS  
13. All Section Heads.

Deputy Director (Admin)