



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)

निदेशक ब्लॉक, मावडीयांगडीयांग, शिलांग - 793018 मेघालय  
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F. No.

No. NEIGR- Estt-I/21/90/Vol.VI/Pt/153

Dated Shillong the 31<sup>st</sup> January 2019.

**OFFICE ORDER**

Attention is hereby invited to this Institute Officer Order dated 19.4.2017 (copy enclosed) wherein the Office / Hospital timings have been circulated to all concerned for compliance. However it is observed that the employees of the Institute do not report to duty on time as per the timings issued by the Institute.

Therefore the employees of the Institute are hereby directed to adhere to the above instructions issued earlier and should be in their respective duty station as per the Office and Hospital timings.

This is issued with the approval of the competent authority.

(D.T. Umdor)  
Deputy Director (Admn)

No. NEIGR- Estt-I/21/90/Vol.VI/Pt/153

Dated Shillong the 31<sup>st</sup> January 2019.

Copy to:-

1. All Head of the Departments / Sections for information and necessary action
2. Principal College of Nursing for information and necessary action
3. PA to the Director for information of the Director.
4. PA to the Dean for information of the Dean.
5. PA to the Medical Superintendent for information of the Medical Superintendent.
6. Notice Board – Office / Hospital / College of Nursing
7. Office Order Book.

(D.T. Umdor)  
Deputy Director (Admn)

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पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
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F. No.

No.NEIGR-DIR/01/2016/146

Dated: 19<sup>th</sup> April 2017

**OFFICE ORDER**

It is for the information of all concerned that the Office and Hospital routine working timings are as follows:

1. The Office timings are from 9:30 A.M. to 5:30 P.M. with an obligatory half an hour lunch break (Monday to Friday). Saturday will be closed only for those working in the Administrative Office.
2. The OPD Registration will start at 8:30 A.M. and close at 2:00 P.M. (Monday to Friday)
3. The OPD Registration timings on Saturday will be 8:30 A.M. to 11:00 A.M.
4. The Hospital routine timings are 9:00 A.M. to 4:00 P.M.
5. For all those working in the Hospital, Saturdays will be half working day i.e. from 9:00 A.M. to 1:00 P.M.
6. If 3 (three) holidays fall on three consecutive days, all OPD Services will run on 1(one) day out of these 3 (three) days which will be compensated for those who work on that day.
7. The timings for the shift duty staff will remain as per their schedule.
8. **Hospital Visiting Hours:**

Morning	: 7:00A.M. – 8:00A.M.
Afternoon	: 1:30P.M. – 2:30P.M.
Evening	: 4:00P.M. – 6:00P.M.
Sunday & Holiday	: 12:00 Noon – 1:45P.M.

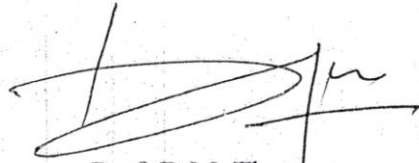
All concerned are directed to strictly adhere to the above timings.

Prof. D.M. Thappa  
Director

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Copy to:

1. PA to the Dean for information of the Dean
2. PA to the Principal Medical College for information of the Principal Medical College.
3. PA to the Medical Superintendent for information of the Medical Superintendent
4. Deputy Director (Admn) for information and necessary action
5. Principal College of Nursing for information and necessary action
6. All Head of the Departments/Sections for information and necessary action
7. Notice Board-Office/Hospital/ College of Nursing
8. DPA to upload in the Institute website
9. Relevant Files



Prof. D.M. Thappa  
Director