



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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F. No.

No.NEIGR-DIR/01/2016/146

Dated: 19th April 2017

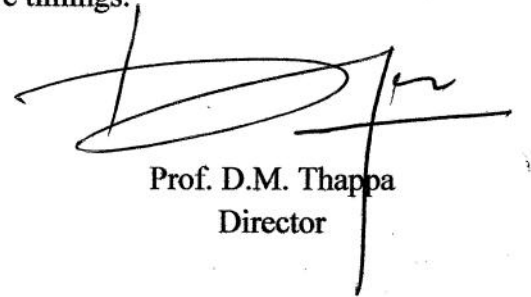
OFFICE ORDER

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