

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & medical Sciences, Shillong
(An Autonomous Institute, ministry of Health and Family Welfare, Government of India)
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No.NEIGR -E-I/21/90/Vol. V (Pt - I)/

Dated Shillong the 19th July, 2016

CIRCULAR

Sub: CCS (LTC Rules), 1988 – Fulfillment of procedural requirement – reg

In partial modification to this Circular of even No. 6 dated 21.03.2016, it is hereby directed that all applications for taking leave for long duration (*i.e. beyond 28 days*), which is within the competence of the Honorable Chairman, Executive Committee & Secretary, Ministry of Health and Family Welfare, Government of India should be submitted to Establishment Section – I, 1 (one) month prior to the date proposed to proceed on leave.

In no case, the faculty member and other Group 'A' Officer shall proceed on leave without obtaining approval / sanction of the Ministry.


Deputy Director (Admn)

Memo No. NEIGR -E-I/21/90/Vol. V (Pt - I)/
Copy to:

Dated Shillong the 19th July, 2016

1. All HODs / HODs i/c of various Departments with a request to circulate to all faculty members and Group 'A' Officer working under them.
2. The Principal, College of Nursing / Librarian, Central Library for circulation to all Group 'A' Officer working under them.
3. The Executive Engineer (Civil) & Executive Engineer (Electrical) for circulation to all Group 'A' Officer working under them.
4. The Store & Procurement Officer / Asst. Registrar, E-II/ Acad & III/ Exam Cell, Administrative Officer, E-I/GAD for circulation to all Group 'A' Officer working under them.
5. Asst. Accounts Officer (A) & (B), NEIGRIHMS for circulation to all Group 'A' Officer working under them.
6. The PA to the MS Office for information of the Medical Superintendent and for necessary circulation to all section like Nursing Personal, Sanitation, CSSD etc functioning under the control of the MS Office.
7. The PA to the Director for kind information of the Director and also to circulate the same to all Group 'A' Officer working under them.
8. The DPA to upload in the Institute's website.


Deputy Director (Admn)