

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
Mawdiangdiang, Shillong 793 018, Meghalaya

Website: neigrihms.nic.in

F. No. NEIGR/S&P/B-4/2019-20 (Budget)

Date: 5th May 2020

CIRCULAR

In continuation to Institute's circular of even reference dated; 06.6.2019 and subsequent email dated: 21.3.2020, all departments / section are once again conveyed to submit demand requisition of their projected requirements of drugs, medicines , surgical , disposables etc , in a quarterly phased manner on regular basis in the prescribed format (copy enclosed) according to priority / need , with justification, present availability of stores, pattern of consumption/ usage analysis, estimated cost, and work / patient load in the respective departments / sections.

It is clarified that indents/ demand requisition of all concerned Departments/sections should reach latest by 15th of the preceding month for the subsequent quarter. For example, the indent/ demand requisition should reach latest by 15th June 2020 for the second quarter i.e. July-September '2020 (1st Quarter: April-June' 2020, 2nd Quarter: July-September' 2020, 3rd Quarter: October-December' 2020 and 4th Quarter: January-March '2021).

Presently, in view of emerging situation in relation to declared pandemic, it is requested to submit demand requisition for two quarters within 11th May 2020 by e-mail to:

sastoreneigrihms@gmail.com and centralstoreneigrihms@gmail.com

It may be noted that the above, is subject to allocation of budget by the competent authority and no indents in this regard would be received after the above mentioned period, except in case of emergency.

This is issued with the approval of the competent authority


Deputy Director (Admn)
NEIGRIHMS

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean/Principal, Medical College NEIGRIHMS, Shillong
2. The Financial Adviser, NEIGRIHMS, Shillong; DMS-General/Medical/Surgical
3. All Head /In charge of Departments, NEIGRIHMS, Shillong/ Bio Medical Engineer
4. Superintendent Engineer/Executive Engineer /Estate Officer (C)/Sanitary Officer
5. Chief Security Officer, NEIGRIHMS, Shillong.
6. Principal, College of Nursing, NEIGRIHMS, Shillong;
7. AO (A)& (B), Sr AO , FA, NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong; Website Administrator, NEIGRIHMS, Shillong.
9. AO Estt-I & GAD, AR-Estt-II, AR-Estt-III, AAO-GAD, NEIGRIHMS, Shillong
10. I/C Central/Medical/Ancillary Stores /Biomedical Engineer, NEIGRIHMS, Shillong

Circular related to store 2015

DEMAND REQUISITION COMPLETION CERTIFICATE

(11)

Book No. **04**

Reference No.

Sl. No. **320**

Dated **2/3/12**

The Director,
NEIGRIHMS, Shillong

SAMPLE

Sir,

This department/Section requires the following stores for functioning of the department and the same is projected requirement for the quarter of the financial year

Sl No.	Description of Stores	Technical Specification/ supporting documents	Delivery schedule, desired	Quantity required	Purchase sources/ producing organization (Minimum 3)	Quantity in stock	Rate of Consumption	Tentative Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

It is also certified that the items which were procured before had been utilized for the purpose for which they were procured. The remaining items as indicated above also will be utilized for the purpose for which they have been procured

Authority recommended for inspection/ acceptance of Stores-

Prepared by:

Entered in demand
Requisition register:

In-Charge/Head of the Department

Checked by:

Name of the Department/Section