

पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान /North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences
(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वास्थ्य संस्थान) / (An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, माव्दियांग्दियंग, शिल्लोंग -793 018 (मेघालय) /Director's Block, Mawdlangdiang, Shillong -793 018 (Meghalaya).

F.No; NEIGR/S&P/MED STORE/POLICY/18-19/01(Pt)

Dated: 6th June 2019

CIRCULAR

In continuation to Institute's circular of even reference dated 10th July 2018, all departments /section are to submit demand requisition of their projected requirements of drugs, medicines, surgical & disposables, stationeries' and consumables etc on quarterly phased manner on regular basis in the prescribed format (copy enclosed) according to priority/need, with present availability of stores, pattern of consumption, estimated cost and work/patient load in the respective departments/sections.


It may be clarified that the indent/demand requisition 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 2019 for the second quarter i.e. July-September 2019** (1st Quarter: April-June 2019, 2nd Quarter : July-September 2019, 3rd Quarter: October-December 2019, 4th Quarter : January-March 2020.)

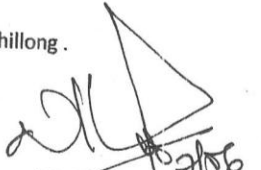
It may be noted that no indents in this regard would be received after the above mentioned period, except in case of emergency.

This is issued with approval of Director.

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean NEIGRIHMS, Shillong.
2. All Head of Departments, NEIGRIHMS, Shillong .
3. Executive Engineer(E)/© /Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong .
5. Principal, College of Nursing, NEIGRIHMS, Shillong .
6. Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong .
7. Librarian, NEIGRIHMS, Shillong / Principal Nursing College
8. Assistant Registrar Estt-2 & Academics, NEIGRIHMS,Shillong.
9. Assistant Administrative Officer,Estt-1&3,NEIGRIHMS,Shillong.
10. Assistant Administrative Officer, GAD, NEIGRIHMS,Shillong.
11. Vigilance,Disciplinary & Legal Section, NEIGRIHMS,Shillong.
11. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong .
12. Chief Security Officer, NEIGRIHMS, Shillong/ DPA for uploading on the Institute's website


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


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Deputy Director (Admn)
NEIGRIHMS