CIRCULAR

In continuation to Institute’s circular F.No. NEIGR/S&P/188/2006 dated 07.02.2018, all departments /section are to submit detailed list of stores, furniture, office equipments etc requiring minor repair and maintenance by 1st week of December and 1st week of July of every year, according to priority/need to In-charge ancillary stores by e-mail: ancillarystoreneigrihms@gmail.com. Stores along with Medical education Unit / Central workshop shall schedule the workshop for minor repair and maintenance.

In case of medical equipments, bi-annual preventive maintenance contract exist with the e-bidders/ manufacturers/ principals for maintenance and upkeep of all equipments during warranty and comprehensive maintenance contract period. Bio Medical department may be contacted over e-mail: bme.neigrihms@gmail.com.

This is for information of all concerned.

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.
12. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong.