

Dated: Shillong the 25th March, 2020


CIRCULAR

In continuation to previous Circulars issued by this office on 14th Feb. & 13th March, 2020 regarding judicious use of face masks, gloves, PPE kits, etc all the health care workers of this hospital are requested to prioritize use of these items till the supplies ordered are received by the stores.

Understandably, there is a huge demand for these PPE items and hand sanitizers which the present stock cannot meet.


Supplies of all the above PPE items shall be issued on the approval of the Hospital Administration after being duly forwarded by the concerned HODs / I/c.

All Departments / Sections are requested to maintain a consumption register, as per the proforma attached for the 2nd & subsequent requisitions, the previous consumption shall be checked for issuance of new supplies.


Prof. N. Topno
Medical Superintendent
NEIGRIHMS

Copy to:-

1. All HOD/HOD I/cs / Section Heads, NEIGRIHMS for information & necessary action
2. Nursing Superintendent, NEIGRIHMS for information & necessary action
3. All Deputy Nursing Superintendent, NEIGRIHMS for information & necessary action
4. All Ward I/c, NEIGRIHMS for information & necessary action
5. Sanitation Officer, NEIGRIHMS for information & necessary action
6. PS to Deputy Director, NEIGRIHMS for information
7. PA to Director, NEIRIHMS for favour of information of the Director
8. PA to Dean, NEIGRIHMS for information
9. Office copy


Prof. N. Topno
Medical Superintendent
NEIGRIHMS

Please make the column and rows as per the following headings in the consumption register.

| Date | Item issued | Type if any | Quantity | Name of the employee to whom issue | Remarks | Signature of the Consultant I/c/ Section Head |
|------|-------------|-------------|----------|------------------------------------|---------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Note: Not more than one quantity of each item will be issued at a time.

