CIRCULAR

All Departments/sections are informed to submit their continuing projected requirements towards creation of assets/capital expenditure (Budget Estimate: Non recurring), for the period till March’ 2020. Departments/sections should prioritize the list in a quarterly phased manner, in the prescribed format according to priority, with the availability of store/equipment, projection of equipment/store with estimated cost, justification of the requirement, availability of manpower and area in the respective departments/sections. The same should be submitted in the prescribed format by e-mail to storeneigrhims@gmail.com and sgstoreneigrhims@gmail.com within 17.30 hrs of 25th September, 2018. The estimates of all expenditures for each department shall be projected for Revised Estimate (RE)/Supplementary Estimate of the FY 2018-19 and projected Budget Estimate of the next financial year 2019-20.

The meeting of the “Internal Technical Committee for assessment/review of the requirement of high end store/assets in the Institute” under the Chairmanship of Director, NEIGRIHMS and all Professor & HOD/In-charge of Departments, is scheduled to be held in the Conference Room at 14:00 hrs of 27th September, 2018, for perusal of the requirements till March, 2020.

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 as per requirement towards Budget Projection, considered by the competent authority.

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
3. All Head/In-charge of Departments, NEIGRIHMS, Shillong
4. Superintendent Engineer/Executive Engineer /Estate Officer (C),
5. Store & Procurement Section, NEIGRIHMS, Shillong/ Biomedical Engineer, NEIGRIHMS, Shillong
6. Principal, College of Nursing, NEIGRIHMS, Shillong
7. SO/ AO/ AAO(B), NEIGRIHMS, Shillong
8. Librarian, NEIGRIHMS, Shillong
9. AO Est-I & GAD, AR-Est-II, AR-Est-III, AAO-GAD, NEIGRIHMS, Shillong
10. I/C Central/Medical/Ancillary Stores-Sanitary Superintendent, NEIGRIHMS, Shillong
11. Chief Security Officer, NEIGRIHMS, Shillong
<table>
<thead>
<tr>
<th>Name of the Department:</th>
</tr>
</thead>
</table>

**Assessment of the Requirement of the MCI/Institute Related High End Stores/Assists in the Institute till March 2020 (for the Financial Year 2019-20)**

<table>
<thead>
<tr>
<th>SL No.</th>
<th>(1) Name of Equipment/Assists</th>
<th>(2) Priority of Department</th>
<th>(3) Minimum Year of Warranty</th>
<th>(4) Whether Requirement is Submitted to MCI or Not</th>
<th>(5) Requirement of Additional Manpower</th>
<th>(6) Availability of Manpower Required</th>
<th>(7) Manpower Available in the Department</th>
<th>(8) How will the Patients be benefited by the facilities to be installed?</th>
<th>(9) From A New Institute or Benefits to Existing Institute</th>
</tr>
</thead>
</table>