

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong
(An Autonomous Institute, Ministry of Health and Family Welfare Government of India)
Director's Block, Mawdiangdiang, Shillong – 793018 Meghalaya



F. NEIGR/S&P/ A-3 / 2016-17/

Date: 02/07/2020

OFFICE ORDER

In pursuance to the Order No NEIGR-DIR/01/2020/78 dated: 28.5.2020 of Director, NEIGRIHMS relating to posing of officials/ staff at NEIGRIHMS, Shillong and Office Order No NEIG-21/90/Vol-VI/Pt/270 dated: 28.5.2020 and No. NEIGR-21/40/2003/163 dated: 01.06.2020, the following allocation of duties and responsibilities are assigned with immediate effect, till further orders.

Professional/ Employee	Description of duties, responsibilities and work profile	Reporting authority	Link In-charge/ Professional	Weekly Off
Mr. Jitendra Prasad Bhatt Superintendent Pharmacist Attached to SPO (9.30am-5.30pm)	Supervision of functioning of pharmacies in the campus including Regional cancer centre, all outsourced pharmacies and submission of monthly status report to Pharmacy Committee and related task assigned by Pharmacy Committee / SPO. Countersigning of indents / challans relating to Liquid Medical Gases and checking /countersigning of indents / comparative statements.	Stores & Procurement Officer	Mr Santoshi Prasad Sarkar	Saturday, Sunday
Mr. Sujit Barua, (Store Keeper) Central Stores (9.30am-5.30pm)	Material and Inventory Management functions related to Linen, Clothing, and Printing (to take assistance of Mr. Dabit Kharpuri and complete all orientation within first 60 days of posting). All GEM processing, updating of electronic records relating to remittance/ payments by Accounts on GeM, Assisting In charge central stores for Disposal of Stores, record of stocks as per GFR Format. Orientation on Tally ERP and other IT/ related systems. Dedicated responsibility and Store keeper In charge for the department of Dentistry and processing of stores as per MCI requirement. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores and any other task assigned by the competent authority. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.	Ms E W N Malngiang	Mr Jerry Sutnga and vice-versa	Saturday, Sunday
Mr. Rapborlang Pathaw (Store Keeper) Procurement Section 9.30am-5.30pm	Records and respective register as per GFR 2017 for Master Contact of Vendors, Rate Contracts, Tenders, tender openings, Bank accounts and address of vendors, purchase orders, Team Purchases etc. Records relating to e-tenders; e-tender on CPPP , GEM, preparation finalization & checking of bid documents, e-price bid, comparative statement and letter of award/orders Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. EMD and PBG Register, Performance Security and related matters, etc till 31.3.2020. Agendas for IPC, Purchase Committee; Standing Finance Committee in coordination with Mr Netaji S S Samal. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores and any other task assigned by the competent authority.	Stores & Procurement Officer	Mr B Malngiang and vice-versa	Saturday, Sunday
Mr. Pynshailang Warjri (Store Keeper) Central Stores (9.30am-	Material and Inventory Management functions related to Accessories relating to assets and monitoring of stocks related all stores for the Casualty and all Emergency units. Records related to assigned/related tenders; preparation, finalization & checking of bid	Ms E W N Malngiang	Mr Mr Khrawkupar J Katri and vice-versa	Sunday, Saturday

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5:30pm)	documents, price bid, comparative statement and letter of award/orders. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.			
Mr. Wallamkumar Syiem (Store Keeper) Department of Radio diagnosis 9.00 am - 4.00 pm Sat- 9.00 am - 1.00 pm	Dedicated responsibility and Store keeper In charge for Radio diagnosis and department of Orthopedics, P & O workshop, Physiotherapy unit; occupational Therapy unit and Emergency/ Casualty and processing of stores as per MCI requirement. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.	Department HOD/ Medical Suptd / Mrs D Jinthuiliu	Mr. Somil Kharrymba (Store Keeper) Dialysis Unit and vice versa	Duty schedule as per HOD /MS instruction
Mr. Santoshi Prasad Sarkar (Pharmacist) Medical store 9-30am-5:30pm	All Consignment basis stores /implants in relating to Cardiology, Orthopedics, Radio diagnosis, Neurosurgery , Ophthalmology, CTVS etc in coordination with Mr. Shahjahan Ali Ahmed and all pharmacy and policy related matters..Indents Purchase and monitoring of stocks. Responsibility for verification of challans / countersigning for Medical Gases, Liquid Oxygen etc. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores and any other task assigned by the competent authority.	Mrs. D Jinthuiliu	Mr. Shahjahan Ali Ahmed and Vice versa	Saturday Sunday
Mr. Dabit Kharpuri Store Keeper Stores Billing unit 9:30am-5:30pm	Dedicated responsibility for processing all Bills relating to Government e market place (GEM) including updating of electronic records relating to remittance/ payments by Accounts on GeM, processing of file only for printing of Annual report of the Institute and Institute MOA, furniture and IT stores. To provide assistance to Mr. Sujit Barua and complete all orientation within first 60 days of posting. Records and respective register as per GFR 2017 for EMD, PBG Register, Bills, Performance Security- BGs, and GST related matters, etc wef 01.4.2020. Record of Letter of Credit and related documentation in the absence of Ms Cassandra Suchiang .Record of all Disposal and auction of Medical and non medical stores. Billing Section, dispatch/ email of orders /communications, preparation of inter departmental note pertaining to store bill, circular, office order etc. Complete task of Annual physical verification exercise of assets and consumables stores with the respective assigned committee. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores and any other task assigned by the competent authority.	Stores & Procurement Officer	Mr. R. Kharkongor and vice-versa	Saturday, Sunday
RSSO				
(Pharmacist/ Stores)	Dedicated responsibility and Pharmacist In charge for the department of Department of Obstetrics and	Department al	Mr Santoshi	Duty schedule

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Department of OBG and Dentistry 9.00 am - 4.00 pm Sat- 9.00 am - 1.00 pm	Gynecology, IVF unit, Labour OT/room including Ward & OPD, Labour room and processing of stores as per MCI requirement. Departmental Stores including in charge stores of obstetrics and Gynecology, IVF including Ward & OPD, Labour room. Records related to assigned/related tenders; preparation, finalization & checking of bid documents, price bid, comparative statement and letter of award/orders. Dedicated responsibility of stores for the department of Dentistry and processing of related indents/stores. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.	HOD/Medical Superintendent/ Mrs. D Jinthuiliu	Prasad Sarkar	as per HOD/ MS instruction
Professional/Employee	Description of duties, responsibilities and work profile	Link In-charge/Professional	Weekly Off	
Mr. M. Khonglah (In-Charge: Stores-Nursing College & RCC) (9.30am-5.30pm)	In charge of Stores of Nursing College, hostels & Regional Cancer Centre, E office & e-hospital/ IT support as per need of Institute's authorities, Repair & Maintenance of Office Systems, Minor Works. Shall be reallocated task relating to Regional Cancer Centre once the establishment is available with sitting arrangement and shall be responsible for initiating, processing all stores related to Regional Cancer Centre, NEIGRIHMS, Shillong. Task of annual verification of assets as per need of the respective Committee constituted for the purpose. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Shall take full responsibility for commercial evaluation including assisting in technical evaluation of stores handled / allocated to official and any other task assigned by the competent authority.	Mr B Warjri	Saturday, Sunday	

The task of administering /Management/ monitoring of Tally ERP , future projects like E- Inventory under E-hospital , Hospi-asset including back up , correction of errors etc if any, are individually and jointly assigned to Mr. Kitboklang Kharkongor, Mr. Sujit Barua, Mr. Khrawkupar J Katrai , Mr. Manab Borkakoty and Mr. L Premananda Singh.

All professionals need to attend emergency duties, in case of need, on holidays/weekends / late evenings or as other duties as assigned by competent authority, from time to time. All handing over and taking over in respect of transfer of charge as per GFR Form 16, shall be completed under intimation to the respective Head of Department/ In charge. All officials /staff are directed to report to their respective place of posting and report to the reporting officer / In charge with immediate effect.

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Copy for information:

- PS to Director for Director's information /PS to Deputy Director/Deputy Financial Advisor
- PS to Dean: For record and as per MCI requirement of storekeepers/Pharmacist in departments
- PS to Medical Superintendent /Prof & HOD/In charge- Faculty all Departments
- Principal, Nursing College /SE/Executive Engineer/AE (E) /Bio Medical Engineer
- Sr Accounts Officer/AO (A)/AAO /AR/AO (AAO Estt-I /Estt-II/Estt-III/Estt -Genl): For record of personal file please
- Nursing Superintendent /Notice Board/Website /Record file and All personnel files

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