NEIGRIHMS
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, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

Phone - 0364 - 2538004; 2538013; 2538015
Fax – 0364- 2538003; 2538020
E mail – neigri@sancharnet.in

No.NEIGR-21/40/2003/163
Dated: Shillong the 1st of June, 2020

OFFICE ORDER

In continuation to the Institute’s O/o, No.NEIGR-21/90/Vol-V1/Pt/270, Dated: Shillong the 28th of May, 2020, Shri. Markuhain Khonglah, Store Keeper, College of Nursing, NEIGRIHMS, is hereby directed that in addition to the duties and responsibilities entrusted, the following work and responsibilities are indicated as under:

1. **Stores related to Regional Cancer Centre**
2. **Repair & Maintenance of Office Systems/IT products**
3. **Annual physical verification of asset/equipment/stores.**

Asst. Registrar
Establishment -I &III

No.NEIGR-21/40/2003/163
Dated: Shillong the 1st of June, 2020

Copy for information and necessary action to:

1. Principal, College of Nursing, NEIGRIHMS, Shillong
2. Store and Procurement Officer, NEIGRIHMS, Shillong.

Asst. Registrar
Establishment -I &III
# OFFICE ORDER

**Subject: Transfer/posting of Officers/Staff in NEIGRIHMS, Shillong.**

As per the provision of the Institute’s Bye laws, Rule 3(a), the Director has desired the allocation/posting etc., of the duties of the following Officers/Staff of the Institute, for effective functioning of respective sections etc., with immediate effect until further orders:-

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Name/Designation</th>
<th>Present Place of Posting</th>
<th>New Place of Posting</th>
<th>Allocation of Duties/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shri. Jitendra Prasad Bhatt</td>
<td>ART Centre Department of Medicine</td>
<td>Under Stores &amp; Procurement Officer, NEIGRIHMS</td>
<td>Link Professional: RSSO Pharmacist</td>
</tr>
<tr>
<td>2</td>
<td>Shri. Markuhaln Khonglah, Store Keeper</td>
<td>Under Stores &amp; Procurement Section, NEIGRIHMS</td>
<td>Under Principal Nursing College</td>
<td>Incharge of Stores of the Nursing Colleges, Hostels, etc</td>
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<tr>
<td>3</td>
<td>Shri. Santoshi Prasad Sarkar, Pharmacist</td>
<td>Department of O&amp;G and allied Department</td>
<td>Central Medical Stores</td>
<td>Link Professional: RSSO Pharmacist</td>
</tr>
<tr>
<td>4</td>
<td>Shri. Dabit Kharpuri, Store Keeper</td>
<td>Central General Stores, NEIGRIHMS, Hospital</td>
<td>Store Billing Section Director's Block</td>
<td>Vice: Shri. Sujit Barua</td>
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<tr>
<td>5</td>
<td>Shri. Pynshailing Warjri, Store Keeper</td>
<td>Department of Radio diagnosis and allied department</td>
<td>Central General Stores, NEIGRIHMS Hospital</td>
<td>Vice: Shri. Wallamkupar Syiem</td>
</tr>
<tr>
<td>6</td>
<td>Shri. Wallamkupar Syiem, Store Keeper</td>
<td>Central General Stores, NEIGRIHMS Hospital</td>
<td>Department of Radiodiagnosis and allied department</td>
<td>Vice: Shri. Pynshailing Warjri, Store Keeper</td>
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<td>Name</td>
<td>Department</td>
<td>Note</td>
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<td>7</td>
<td>Shri. Maxwell C. K. Jahnin (Audio</td>
<td>Store/Establishment-I</td>
<td>To assist Medical education cell over and above works in Auditorium &amp;</td>
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<td></td>
<td>Visual Technician)</td>
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<td>Lecture Halls etc</td>
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<tr>
<td>8</td>
<td>Shri. Paul Miki Kurbah, (Audio Visual</td>
<td>BME/Establishment-I</td>
<td>To assist Medical education cell in all functions over and above</td>
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</tr>
<tr>
<td></td>
<td>Technician)</td>
<td></td>
<td>works in Auditorium &amp; Lecture Halls etc</td>
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</tr>
<tr>
<td>9</td>
<td>Shri. Sujit Barua, Store Keeper</td>
<td>Store Billing Section, Director's</td>
<td>Vice: Shri. Dabit Kharpuri</td>
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<td>Block</td>
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<td></td>
<td>Central General Stores, NEIGRIHMS Hospital</td>
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</table>

**Terms and Conditions:**

1. The transfers of the above mentioned staff/employees at NEIGRIHMS, Shillong is within the premises and therefore they would not be entitled for any joining time, etc.
2. The concerned Departments/Sections are requested to relieve these staff/employees latest by 01.06.2020 (F/N) to enable them to join at their new place(s) of duty where they have been posted as above, without waiting for a substitute; else all these staff/employees shall stand automatically relieved on 02.06.2020(F/N).
3. The concerned Departments/Sections may please ensure that authenticated copy of the Joining Report, duly signed by Head of Department/Sections, in respect of these Staff/Employees is sent to the undersigned through email at: ddaneigrihms@gmail.com.
4. 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/Incharge.

[Signature]
Asst. Registrar
Establishment -I &III
Copy for information and necessary action to:

1. HoD of the Radio diagnosis, NEIGRIHMS, Shillong.
2. HoD of Obs & Gynaec, NEIGRIHMS, Shillong.
3. Principal, College of Nursing, NEIGRIHMS, Shillong
   Store and Procurement Officer, NEIGRIHMS, Shillong.
4. The Bio Medical Engineer, NEIGRIHMS, Shillong
5. AO (GAD), NEIGRIHMS, Shillong.
6. P.A. to the Director, NEIGRIHMS, Shillong for kind information of the Director
7. P.A. to the Dean, NEIGRIHMS, Shillong for kind information of the Dean
8. P.S. to the Deputy Director(Admn), NEIGRIHMS, Shillong for kind information of the
    Deputy Director(Admn)
9. Person concerned, NEIGRIHMS, Shillong

Asst. Registrar
Establishment-I & III