F.No. NEIGR-S&P/188/2006-Pl-I (Budget 2017-18)  Date: 07.09.2017

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 2019. 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 storeneigrihms@gmail.com and accountsneigrihms@gmail.com within 17.30 hrs of 21st September 2017. The estimates of all expenditures for each department shall be projected for Revised Estimate (RE)/Supplementary Estimate of the FY 2017-18 and projected Budget Estimate of the next financial year 2018-19.

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 13.30 hrs of 22nd September 2017, for perusal of the requirements till March 2019.

It may be noted that the above is subject to allocation of budget by the competent authority and no amendments 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, forwarded by the competent authority.

E.R. Under

[Signature]

Deputy Director (Admin.)

Copy for information and necessary action to:
1. F.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. AAO(A), 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>
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<tr>
<th>Sl. No. on Priority</th>
<th>Name of Equipments/Assets/ Stores: *For requirement of non-clinical departments; inputs from clinical departments are desirable</th>
<th>Quantity/Units</th>
<th>Estimated value with basic warranty (one year)</th>
<th>Is it an MCI requirement?</th>
<th>Detailed justification of requirement to be submitted</th>
<th>Whether additional Manpower required/ Availability of Manpower</th>
<th>Availability of space in the Department</th>
<th>How will the Patients benefit?/ Benefits to the Institute</th>
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It is certified that no additional manpower and space/ area would be required for operation of the above systems/ equipments.

Signature of Head of Deptt./In-charge with Seal

Name of the Department: