CIRCULAR

In reference to approval of IPC Vide No. 2/18-19 dated 29th May 2018, all departments/section are to submit demand requisition of their projected requirements of drugs, medicines, surgical & disposables, stationaries and consumables etc on quarterly phased manner on regular basis in the prescribed format (copy enclosed) according to priority/need, with present availability of store and pattern of consumption and estimated cost, if any.

It may be clarified that the indent/demand requisition should reach latest by 15th of the preceding month for the subsequent quarter. For example the indent/demand requisition should reach latest by 15th September 2018 for the third quarter i.e October-December 2018.

It may be noted that no indents in this regards would be received after the above mentioned period except in case of emergency.

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean NEIGRIHMS, Shillong.
2. All Head of Departments, NEIGRIHMS, Shillong.
3. Executive Engineer/Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong.
5. Principal of College of Nursing, NEIGRIHMS, Shillong.
6. Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong.
7. Librarian, NEIGRIHMS, Shillong.
8. Assistant Registrar Estt-2 & Academics, NEIGRIHMS, Shillong.
9. Assistant Registrar Estt-3 & Examination, NEIGRIHMS, Shillong.
10. AAO Estt-1 & GAD, NEIGRIHMS, Shillong.
11. Administrative Officer Estt-1 & GAD.
12. I/C Central/Medical/Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong.
13. Chief Security Officer, NEIGRIHMS, Shillong.