



NEIGRIHMS

## पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान शिलांग

NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

( भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय स्वायत्त संस्थान )

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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NEIGR-IT/07/2023/Pt-I

Dated 21/08/2024.

### NOTICE

This is to inform all employees that NEIGRIHMS will officially transition to the eOffice system starting from **1st September 2024**. The implementation of eOffice is a significant step towards enhancing efficiency, transparency, and accountability in our operations.

#### **Key Points for Compliance:**

- Go-Live Date:** The eOffice system will be fully operational from 01.09.2024. All employees are required to ensure that their work processes comply with the new system from this date onwards.
- First Point of Contact:** Each department has designated Master Trainers who have been trained to assist with eOffice-related issues. Employees are advised to contact their department's Master Trainer first for any assistance. If the Master Trainer is unable to resolve the issue, they should escalate it to the eOffice Helpdesk. Master Trainers are required to document the resolutions provided by the Helpdesk to enhance their ability to address similar issues independently in the future.
- Helpdesk Support:** The eOffice Helpdesk is available for guidance and troubleshooting. The Helpdesk can be reached by phone at 0364-2539239 or by email at [ic-itcell@neigrihms.gov.in](mailto:ic-itcell@neigrihms.gov.in).
- Training and Transition:** As per the Director's instructions, all staff training by Master Trainers within each section/department must be completed before the NEIGRIHMS eOffice instance goes live. The section/department should be able to work on eOffice once the NEIGRIHMS eOffice Instance Goes Live. Sections or departments encountering issues with the eOffice transition should inform the IT Cell before the Go-Live date.

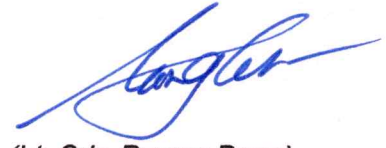
  
(Lt. Cdr. Pawan Deep)  
Deputy Director (Administration)

Memo No. NEIGR-IT/07/2023/Pt-I

Dated 21/08/2024.

Copy to:

1. Director, NEIGRIHMS for kind information.
2. Medical Superintendent, NEIGRIHMS for kind information.
3. Dean (Academics), NEIGRIHMS for kind information.
4. All HOD/Section Head for kind information and to accordingly inform their staff.
5. State Informatics Officer, NIC Meghalaya State Centre, Shillong – 793001.
6. Shri. Arvind Kumar, Asst. General Manager/HMIS & E-Office, Railtel Corporation of India, eastern Region, Kolkatta.
7. All Notice Board.
8. Office copy.



(Lt. Cdr. Pawan Deep)  
Deputy Director (Administration)