



North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences,  
Shillong

ITCELL-EOFF/2/2024-ITCell

Dated: 20-09-2024

Circular

**Mandatory eOffice Usage w.e.f 01.10.2024:** In reference to Notice No. NEIGR-IT/07/2023/Pt-I dated 21/08/2024 regarding the implementation of eOffice from 01.09.2024, all faculty members and staff are hereby instructed that, effective 01.10.2024, all official communications, including letters and file submissions, must be conducted through the eOffice platform. The Competent Authority will no longer accept any physical letters or files from departments and sections after this date.

**WebVPN Access for UGMC and RCC Staff:** As already communicated vide Notice No. NEIGR-IT/07/2023/Pt-I dated 07/08/2024, faculty and staff based at UGMC and RCC, who are currently using a non-NKN (non-NIC) network, and have not yet applied for WebVPN access, are once again requested to apply for WebVPN access via NIC eForms to enable eOffice access.

**Correspondence through Central Registry:** Kindly note that all internal correspondence must be sent directly to the concerned department or section via eOffice. The Central Registry will only process letters arriving from external sources and those leaving NEIGRIHMS.

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

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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. Office copy.

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