



NEIGRIHMS

पूर्वोत्तर इन्दिरा 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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F.No-NEIGR/S&P/MED STORE/POLICY/18-19/01(Pt)

Dated: 11th February 2025

CIRCULAR

In continuation to the Institute circular of even no, dated 24th November, 2023, all departments/sections are to submit demand requisitions of their projected requirements of drugs, medicines, surgical & disposables, stationary and consumables etc. on an annual basis in the prescribed format (copy enclosed) according to priority/need, with current availability of stores, consumption patterns, estimated cost and work/patient load in the respective department/section.

It may be conclude that the indent/demand requisition should reach latest by 15th February, 2025 for the upcoming financial year 2025-26. It may be noted that no indents in this regard would be received after the above mentioned period, except in case of emergency. The projected store will be processed with staggered delivery on quarterly basis. Processing shall be on an annual basis with buffer/safety stock of 30% for vital and essential store items.

This is issued as considered in the Internal Joint Procurement Committee.

Medical Superintendent
NEIGRIHMS

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. Superintendent Engineer, NEIGRIHMS, Shillong
3. Assistant Engineer/Civil/Electrical /Estate Officer (C).
4. Sr. Store & Procurement Section, NEIGRIHMS, Shillong.
5. Principal, College of Nursing, NEIGRIHMS, Shillong.
6. Deputy Financial adviser, 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&1, GAD, NEIGRIHMS, Shillong.
10. Assistant Administrative Officer, GAD, NEIGRIHMS, Shillong.
11. Vigilance, Disciplinary & Legal Section, NEIGRIHMS, Shillong.
11. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/In charge Guest House, NEIGRIHMS, Shillong.
12. Chief Security Officer, NEIGRIHMS, Shillong.
13. Chief Nursing Officer, NEIGRIHMS, Shillong.
13. IT Cell, for uploading in website.
14. Office copy.


Medical Superintendent
NEIGRIHMS

