

NEIGRIHMS

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

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

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No. NEIGR-Estt-I/10/2022

Dated Shillong the 07th August, 2026

CIRCULAR

This is for general information to all the Faculty, Nursing Faculty, Officers and Staff of the Institute that NEIGRIHMS has entered into an agreement with Balmer Lawrie & Co. Ltd., Bhubaneswar (A Government of India Enterprise) for Official travel arrangement such as Flight booking in view of Dept. of Expenditure O.M. No. 19024/03/2021-E-IV dated 16.02.2022.

In view of the above, travel arrangement for Official purpose (Domestic Booking) may be done through Balmer Lawrie & Co. Ltd., Bhubaneswar by providing a copy of the approval of the Competent Authority.

Further, in case of International Official purpose, the employees of the Institute will have to arrange/booked their Air Tickets by themselves (on payment basis) from any of the three (3) agencies (namely, ITDC, IRCTC or Balmer Lawrie & Co. Ltd.), since credit basis is meant for Domestic Flight Ticket booking only.

Faculty, Nursing Faculty, Officers and Staff of the Institute may contact the Transport Section with any assistant regarding the above.

This is issued with the approval of the 'Competent Authority'.



Assistant Registrar
General Administration
NEIGRIHMS, Shillong

Memo No. NEIGR-Estt-I/10/2022

Dated Shillong the 07th August, 2026

Copy for information and necessary action to:

1. All Section/Unit Heads/ All HODs/ HODs Incharge- , Superintending Engineer, Executive Engineering (Civil), Chief Security Officer, Senior Store Officer, Administration – Accounts Section, Nursing Section, Librarian Section, Examination Cell, Legal Cell, GAD/ Establishment – I/II/III etc, Director's Section, etc.
2. Programmer, IT Cell NEIGRIHMS for uploading in the Institute Website.
3. PA to the Director, NEIGRIHMS, Shillong for kind information of the Director.
4. PS to the DD (Admn.), NEIGRIHMS, Shillong for kind information of the DD (A).
5. Office copy.