



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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Dated: 11th June 2026

CIRCULAR: Mandatory Use of NextGen eHospital and eOffice Platforms

In continuation of the implementation of the NextGen eHospital system at NEIGRIHMS, it has been decided that all Departments, Centres, Units, Laboratories, and Administrative Sections shall mandatorily utilize the NextGen eHospital platform and eOffice for all applicable activities with effect from 15.06.2026.

Accordingly, all activities relating to patient registration, admissions, OPD/IPD workflows, billing, laboratory services, radiology services, medical records, store and inventory management, and other designated hospital processes shall be carried out through the NextGen eHospital platform.

Similarly, all official file movement, note sheets, correspondence, approvals, and administrative workflows shall be processed through eOffice.

Any operational issues or workflow concerns during the initial phase of implementation shall be reported to IT Cell through the contacts provide below and will be reviewed and addressed as the rollout progresses.

Contact of Support Team: 8794862561 / 9615663268 / 8258043677 / 9089444590

All Heads of Departments, Heads of Centres, Nodal Officers, and concerned staff shall ensure strict compliance with these instructions.

This issues with the approval of the Competent Authority.

Digitally signed by
PAWAN DEEP
Date: 11-06-2026
13:30:57

Deputy Director (Admn)
NEIGRIHMS, Shillong

Copy for information and necessary action to:

1. Medical Superintendent, NEIGRIHMS
2. HODs/HODs i/c, Section Heads, NEIGRIHMS for information and to circulate to all faculty and staff in the concerned departments/sections.
3. Programmer, IT Cell, NEIGRIHMS to upload the Circular on the Institute's Website.
4. PS to Deputy Director (Admn) for kind information of Deputy Director (Admn)
5. PA to Director for kind information of Director, NEIGRIHMS