



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)

निदेशक ब्लॉक मावडीयांगडीयांग, शिलांग - 793018 मेघालय
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F. No. ACAD-ANNU/1/2024-Academics

Dated Shillong the 1st July 2026
1st Reminder

CIRCULAR

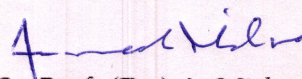
Sub: Submission of requisite material for the 36th NEIGIRHMS Annual Report (01.04.2025 to 31.3.2026)

Refer to the Institute's Circular No. ACAD-ANNU/1/2024-Academics dated 20/04/2026 (*copy enclosed*) wherein all HODs/Heads of Sections have been requested to submit the draft Annual Report of their respective departments on or before 20th June 2026. Till date the same has not been received from your end.

The Ministry instructed the Institute to ensure timely submission of Annual Report by the end of the second quarter (i.e. 30th Sep. 2026) for the assessment year 2025-26.

The draft Annual Report is required to be compiled and placed before the NEIGRIHMS Editorial Board for finalization and to be translated into Hindi version (official language), which is time consuming process. It is once again requested to submit the Annual Report of your respective departments/sections at the Office of the undersigned by **08.07.2026 positively** in hard as well as soft copy in MS word format by email at neigri.eii@gmail.com, ar-acad@neigrihms.gov.in.

This may be treated as most **URGENT**.


Sr. Prof. (Dr.) A. Mishra
Dean (Academics)

To,

1. Medical Superintendent, NEIGRIHMS for information and necessary action.
2. HOD, Medical Education Unit, NEIGRIHMS for information and necessary action.
3. Sub-Dean (Research), NEIGRIHMS for information and necessary action.
4. Sub-Dean (Examination Cell), NEIGRIHMS for information and necessary action.
5. Superintending Engineer (Civil), NEIGRIHMS for information and necessary action.

6. Chief Security Officer, NEIGRIHMS for information and necessary action.
7. Nursing Superintendent, NEIGRIHMS for information and necessary action.
8. Library and Information Officer, Central Library NEIGRIHMS for information and necessary action.
9. Assistant Registrar, Establishment-II, NEIGRIHMS for information and necessary action.
10. Administrative Officer Establishment-I, NEIGRIHMS for information and necessary action.
11. Programmer, IT Cell, NEIGRIHMS for information and necessary action.
12. Senior Dietician, NEIGRIHMS for information and necessary action.
13. Sanitary Officer, NEIGRIHMS for information and necessary action.
14. Medical Social Worker, NEIGRIHMS for information and necessary action.
15. Medical Record Officer, NEIGRIHMS for information and necessary action.
16. PA to Director, NEIGRIHMS for kind information of Director
17. PA to Medical Superintendent, NEIGRIHMS for kind information of Medical Superintendent.
18. PS to Deputy Director (Admn), NEIGRIHMS for kind information of Deputy Director (Admn).