

NEIGRIHMS

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

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

Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

E mail - info.neigrihms@nic.in__ EPABX- 0364- 2538176; 2538061

ESTT-I-MBOMREF/1/2024-Estt.I-Part(1)

Date____, 2026

Office Order

It is hereby circulated for information and strict compliance that all concerned Faculty members, Officers and Staff are required to ensure timely submission of bills/claims pertaining to reimbursements such as Medical, TA/DA, LTC and any other admissible claims.

It has further been decided that delayed submission of such bills/claims shall ordinarily not be considered for ex-post facto approval, except in cases involving genuine and extenuating circumstances as permissible under existing rules/instructions.

This issues with the approval of the Director.

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

ESTT-I-MBOMREF/1/2024-Estt.I-Part(1)

Date____, 2026

Copy for information and wide circulation to all the Faculty, Officers and Staffs in their department concerned :

1. The Dean, NEIGRIHMS, Shillong.
2. The Medical Superintendent, NEIGRIHMS, Shillong
3. The Principal, College of Nursing, NEIGRIHMS, Shillong
4. .All Heads of Department, NEIGRIHMS, Shillong.
5. The Superintending Engineer, NEIGRIHMS, Shillong.
6. The Sr. Store Officer, NEIGRIHMS, Shillong
7. The Law Officer, Legal Vigilance & Disciplinary Cell, NEIGRIHMS, Shillong
8. Programmer, NEIGRIHMS, Shillong for floating of the Circular in the Institute website
9. The Chief Nursing Officer, NEIGRIHMS, Shillong.
10. The Senior Dietician, NEIGRIHMS, Shillong.
11. The Library Information Officer, NEIGRIHMS, Shillong.
12. The Assistant Registrar, Estt- II, NEIGRIHMS, Shillong.
13. The Assistant Registrar, Estt- III & GAD, NEIGRIHMS, Shillong
14. Accounts Officer, NEIGRIHMS, Shillong
15. Veterinary Officer, NEIGRIHMS Shillong
16. PA to the Director for information of the Director, NEIGRIHMS, Shillong.

17. P.S to the Dy.Director (Admn) for information of Deputy Director (Admn)
18. Central Registry department, NEIGRIHMS, Shillong for circulation

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