

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

ESTT-I-MISC00RD/1/2025-Estt.I Dated, Shillong, the ____ 2026

NOTIFICATION

Subject: Capability Building Programme (CBP) on eOffice - reg.

Ref.: Institute Circular No. ESTT-I-MISC00RD/1/2025-Estt.I dated 19.08.2026

Attention is invited to the above Institute's Circular dated 19.8.2026, wherein, nominations of employees from different Departments/Sections/Units for attending the training on eOffice hosted/required by NIC was requested and on receipt of response, the Institute had accordingly forwarded the nominations to NIC.

A final reminder is therefore issued that Faculty/Officers & Staffs who are willing to attend the training program are requested to submit the nomination forms **on/before 6.10.2026** to Establishment I section for onward submission to NIC.

Meanwhile, in response to the first list of nominations sent by the Institute, the NIC has now acknowledged the receipt of the same as per email dated **10.09.2026 (Annexure-I)**. A copy of the said communication is enclosed herewith for information and necessary compliance. NIC informed among other things, that once nomination is accepted by it, attendance at training by officials is mandatory. In case of inability to attend the training, necessary timely steps required to be taken by selected/nominated trainee have been clearly stated in the above email and the same may kindly be noted by Institute's employee who have expressed willingness to attend the training as per nominations received and already forwarded to NIC (List at **Annexure-II**).

Hence, all faculty, officers and staff and particularly the Officials who have submitted the nomination forms and selected by NIC to attend the training are requested to carefully go through the enclosed communication and ensure compliance with the instructions and requirements contained therein, within the stipulated timelines, wherever applicable.

This issues with the approval of the Competent Authority.

Digitally signed by
David Teirylang Umdor
Date: 28-09-2026
15:46:57

Shri D.T.Umdor
Superintending Engineer &
Deputy Director (Admn)I/c

ESTT-I-MISC00RD/1/2025-Estt.I Dated Shillong____2026

Copy for information and necessary action to:

1. Dean, NEIGRIHMS, Shillong
2. Medical Superintendent, NEIGRIHMS, Shillong.
3. All concerned Heads of Departments, NEIGRIHMS, Shillong.
4. All concerned Sections Heads, NEIGRIHMS, Shillong..
6. The Programmer, IT Cell, NEIGRIHMS for necessary action and for uploading in the Institute's website.
7. The Accounts Officer, NEIGRIHMS for necessary action.

8. PA to Director for kind information of the Director, NEIGRIHMS, Shillong.

Shri D.T.Umdor
Superintending Engineer &
Deputy Director (Admn)I/c

ANNEXURE II

Sl No	Name of the Staff	Designation	Name of the Course	Period of training
1	Shri Mohit	Storekeeper	(a) Users	05-08 October 2026
2	Shri P.Chowdhury	Storekeeper	(a) Users	05-08 October 2026
3	Shri Pulak Matabbar	Assistant Dietician	(a) Users (b) Master Trainers	08-11 December 2026 23-26 February 2027
4	Shri Debal Kumar Das	Sanitation Officer	(a) Users	08-11 December 2026
5	Dr S.L.Sailo	Professor, Urology department	Senior Officials	19.3.2027
6	Dr V.Cornerstone Wann	Assoc Professor, Urology department	Senior Officials	27.11.2026
7	Santoshi Prasad Sarkar	Superintendent Pharmacist	Users	9-12 February 2027
8	Shahjahan Ali Ahmed	Pharmacist	Users	05-08 October 2026
9	Bokson Marwein	Pharmacist	Users	05-08 October 2026
10	Amol Dattrao Wagh	Pharmacist	Users	05-08 October 2026

elizabeth.lyngdoh72 < elizabeth.lyngdoh72@neigrihms.gov.in >

Acknowledgement: Forwarding of applications for eOffice Building Programmes (CBPs) – reg-NEIGRIHMS

< training.eoffice@nic.in >

Thu, 10 Sep 2026 4:40:41 PM +0530

To "Elizabeth Lyngdoh"<elizabeth.lyngdoh72@neigrihms.gov.in>

Cc "OSD eOffice"<osd-eoffice@nic.in>,"Ruby Goel"<officer9.eoffice@nic.in>,"Jugdeep Sharma"<pm3-eoffice@nic.in>,"Nitish Bhardwaj"<tl4-eoffice@supportgov.nic.in>,"Director Neigrihms"<director-neigrihms@gov.in>,"Shanboklang Kharbhih"<dda-office@neigrihms.gov.in>

Tags Not in Contacts

Dear Madam/Sir,

Thank you for your nominations.

We acknowledge receipt of the nominations submitted by **NEIGRIHMS** for the **Capability Building Program (CBP) on eOffice**, as per the details furnished in the **nomination form**. The nominations will be processed accordingly, subject to the applicable programme requirements.

The following programme-related information and requirements may kindly be noted:

Program Confirmation

- The programme will be conducted only upon receiving the **minimum required number of nominations**.
- In case the required threshold is not met, the programme may be cancelled.
- A confirmation or cancellation email will be shared **one week prior** to the scheduled start date.

Nominations & Participation

- Changes in nominations will be accepted up to one week prior to the commencement of the programme.
- **Attendance is mandatory** for all nominated officials.
- In case of **absence or withdrawal**, the same may kindly be intimated promptly via email. Uninformed absence may lead to withholding of future nominations from the department.
- **Nominees are required to** confirm compliance with the applicable pre-requisites **before the programme**. **Failure to provide** the required confirmation may result in cancellation of the nomination.

Travel & Logistics

- **Travel:** All participants are required to make their own arrangements for travel.
- **Boarding & Lodging:** Participants, particularly those coming from **outside Delhi-NCR**, are required to make their own arrangements for stay and local travel during the programme.
- **Reimbursement:** No arrangement or reimbursement towards **travel, boarding or lodging** will be provided under the Capability Building Programme.
- **Refreshments:** Lunch and snacks will be provided at the training venue during the programme.

धन्यवाद और सादर/Thanks and Regards

जगदीप शर्मा/Jugdeep Sharma

ईऑफिस प्रशिक्षण उप-विभाग/eOffice Training Team

ईऑफिस परियोजना प्रभाग/eOffice Project Division

राष्ट्रीय सूचना-विज्ञान केंद्र/National Informatics Centre

इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय/Ministry of Electronics and Information Technology

भारत सरकार/Govt. of India

मोबाइल: 9718863932 (WhatsApp) /8178489346

From: Nitish Bhardwaj <tl4-eoffice@supportgov.nic.in>

To: "Training Team" <training.eoffice@nic.in>

Cc: "Ruby Goel" <officer9.eoffice@nic.in>, "Elizabeth Lyngdoh"

<elizabeth.lyngdoh72@neigrihms.gov.in>, "Director Neigrihms" <director-neigrihms@gov.in>, "Shanboklang Kharbhih" <dda-office@neigrihms.gov.in>

Date: Mon, 07 Sep 2026 16:24:47 +0530

Subject: Fwd: Forwarding of applications for eOffice Building Programmes (CBPs) – reg

Dear Team,

Please find **attached** the nominations for different CBPs received from **NEIGRIHMS**.

For further necessary action at your end.

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धन्यवाद और सादर/ Thanks and Regards

नितीश भारद्वाज/ Nitish Bhardwaj

ईऑफिस परियोजना प्रभाग/ eOffice Project Division
 राष्ट्रीय सूचना-विज्ञान केंद्र/ National Informatics Centre
 इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/ Ministry of Electronics and Information
 Technology
 भारत सरकार/ Government of India

===== Forwarded message =====

From: Elizabeth Lyngdoh <elizabeth.lyngdoh72@neigrihms.gov.in>

To: "tl4-eoffice" <tl4-eoffice@supportgov.nic.in>

Cc: "Director Neigrihms" <director-neigrihms@gov.in>, "Shanboklang Kharbhih" <dda-office@neigrihms.gov.in>

Date: Mon, 07 Sep 2026 16:02:40 +0530

Subject: Forwarding of applications for eOffice Building Programmes (CBPs) – reg

===== Forwarded message =====

Sir/Madam,

With reference to the subject cited above, kindly find attached herewith the Institute's letter No. ESTT-I-MISCOORD/1/2025-Estt.I dated 07.09.2026 along with the connected enclosure.

Regards,

For Deputy Director (Admn)
NEIGRIHMS, Shillong.

1 Attachment(s)

Forwarding of applications for ...

1 MB

Nitish Bhardwaj <tl4-eoffice@supportgov.nic.in>

Mon, 07 Sep 2026 4:25:01 PM +0530

To "Training Team" <training.eoffice@nic.in>

Cc "Ruby Goel" <officer9.eoffice@nic.in>, "Elizabeth Lyngdoh" <elizabeth.lyngdoh72@neigrihms.gov.in>, "Director Neigrihms" <director-neigrihms@gov.in>, "Shanboklang Kharbhih" <dda-office@neigrihms.gov.in>

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नितीश भारद्वाज/ Nitish Bhardwaj

ईऑफिस परियोजना प्रभाग/ eOffice Project Division
 राष्ट्रीय सूचना-विज्ञान केंद्र/ National Informatics Centre
 इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मंत्रालय/ Ministry of Electronics and Information
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Regards,

For **Deputy Director (Admn)**
NEIGRIHMS, Shillong.

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For **Deputy Director (Admn)**
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