



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



NEIGR/ITCELL-EOFF/2/2024-ITCell

Dated ___ February, 2026.

NOTICE

All Staff and Faculty members are hereby informed that in cases of transfer or promotion, the updated Department or Designation will not automatically reflect in the eOffice system.

To ensure smooth updating of records in eOffice, the following procedure must be strictly followed

1. Transfer of Receipts and Files

The concerned Staff/Faculty member must first transfer all pending receipts, files, and received letters from their eOffice account to another designated Staff/Faculty member.

2. Intimation to IT Cell

After successfully transferring all receipts and files, the concerned individual must inform the IT Cell for updating the new Department/Designation in the eOffice system.

3. Update by IT Cell

The IT Cell will update the changes in the eOffice system and subsequently inform the concerned Staff/Faculty member once the update is completed.

4. Resending of Receipts/Files

After receiving confirmation from the IT Cell, the concerned Staff/Faculty member must request the designated Staff/Faculty member to resend the transferred receipts/files back to their updated eOffice account.

All Staff and Faculty members are requested to strictly adhere to the above procedure to avoid disruption in official work.

This issues with the approval of the competent authority.

Deputy Director (Administration)
NEIGRIHMS.

Copy to:

1. All HOD/Section In-Charge/Head for kind information and to circulate in their respective Departments/ Sections.
2. P.S to the Deputy Director (Admn) for kind information of the Deputy Director (Admn).
3. P.A to the Director for kind information of the Director.
4. P.A to the Dean for kind information of the Dean.
5. P.A to the Medical Superintendent for kind information of the Medical Superintendent.