

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong
Autonomous Institute, Ministry of Health and Family Welfare, Government of India
Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

GR/E-I/21/1990/Vol-VI/552

Dated Shillong the 21st January, 2021

CIRCULAR

This is for general information of all concerned employees of the Institute to adhere to the following instructions strictly:-

Employees who have already applied for post(s) elsewhere before joining service in this Institute are required to inform the details about the same immediately after joining NEIGRIHMS.

Employees who wish to apply for post(s) elsewhere should apply through proper channel and obtain NOC from the Institute before applying, as it may be required by the recruiting department/office.

It is again informed that employees are required to take prior permission before leaving station/headquarter/Shillong or travelling abroad.

Faculty / Employees / Staff of the Institute cannot on their own visit the Ministry of Health and Family Welfare (MoH&FW) – New Delhi without permission from the Institute, and submitting clear cut reasons requiring any visit to the Ministry at New Delhi.

For travelling abroad the employees are required to submit details in prescribed format (please visit: www.neigrhms.gov.in/circularfo.m.)

Employees who have undergone higher studies through distance education / correspondence course (including regular course, if any) before joining the service in the institute are required to inform NEIGRIHMS, immediately after joining.

Employees who want to undergo higher studies through distance education / correspondence course (including regular course) are required to obtain prior permission from the Institute.

This is issued with the approval of the Director.

(D.T. Umdor)
Deputy Director (Admn)
NEIGRIHMS, Shillong
Dated Shillong the 21st January, 2021

No. NEIGR/E-I/21/1990/Vol-VI/552
for information and necessary action:

1. All HODs/HODs i/c, NEIGRIHMS, Shillong.
2. The Deputy Financial Adviser, NEIGRIHMS, Shillong.
3. Principal i/c Nursing College, NEIGRIHMS, Shillong.
4. Store and Procurement Officer, NEIGRIHMS, Shillong.
5. Law Officer, NEIGRIHMS, Shillong.
6. The Librarian, NEIGRIHMS, Shillong.
7. All Section Heads in the Administrative Block, NEIGRIHMS, Shillong.
8. P.A. to the Director, NEIGRIHMS, Shillong for information of the Director.
9. P.A. to the Dean/Medical Superintendent, NEIGRIHMS, Shillong.

(D.T. Umdor)
Deputy Director (Admn)
NEIGRIHMS, Shillong