

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, GPO Post Bag No. 92, Mawdiangdiang, Shillong-793018 Meghalaya

General Administration,

Administrative Block.

Phone: (0364) 2538012

No. NEIGR-GAD (RC)/108/2014/Pt. V

Dated: 6th September, 2024

CIRCULAR

It is for general information to all the Faculty, Officers and Staff of the Institute that Shri. **Saleng A. Sangma, Hon'ble Member of Parliament, Lok Sabha and Member of the Governing Council of NEIGIRHMS** will be visiting the Institute on **9th September, 2024 (Monday)** for **Official visit.**

In this regard, a meeting will be held in the Director's Conference Room with the following officials on 09.09.2024 at 04:00 PM: -

1. Dean (Academic)
2. Dean (Research)
3. Medical Superintendent
4. Deputy Director (Admn)
5. Superintending Engineer
6. Principal, College of Nursing
7. All HoDs/Section Heads
8. Public Relations Officer
9. Chief Security Officer

This has the approval of the Competent Authority.



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

Memo. NEIGR-GAD (RC)/108/2014/Pt. V

Dated: 6th September, 2024

Copy for information and necessary action :

1. Dean (Acad.), NEIGRIHMS, Shillong for kind information.
2. Dean (Res.), NEIGRIHMS, Shillong for kind information.
3. Medical Superintendent, NEIGRIHMS, Shillong for kind information.
4. Superintending Engineer, NEIGRIHMS, Shillong for kind information.
5. Principal, College of Nursing, NEIGRIHMS, Shillong for information
6. All HODs/Section Heads, NEIGRIHMS, Shillong for kind information
7. Public Relations Officer NEIGRIHMS for information and necessary action.
8. Chief Security Officer, NEIGRIHMS for information and arrangement of security during the visit.

Contd-

9. Assistant Registrar, GAD & Estt-III, NEIGRIHMS for arrangement of refreshment.
10. Programmer, IT Cell, NEIGRIHMS for uploading in the Institute's website and arrangement of the Director's Conference Room for the meeting.
11. PA to the Director, NEIGRIHMS, for information and necessary arrangement of Bouquet, Memento and gifts for the Guest.
12. PS to the Deputy Director (Admn), NEIGRIHMS for kind information of the DD (A).
13. Office copy.


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