# 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

Phone: (0364) 2538012

**No.GAD/18/2026-GAD** **DatedShillong the November, 2026**

## CIRCULAR

**On the approval of the Competent Authority and in accordance with the provisions of the Occupational Safety, Health and Working Conditions (OSH) Code, 2020 and the applicable Central Rules, NEIGRIHMS is designated as the "Principal Employer" for all contract Labour and outsourced personnel deployed across the campus.**

**To ensure strict statutory compliance, all existing contractors and agencies—including those providing outsourced manpower (security, housekeeping, dietary, technical and administrative support) as well as civil, electrical, and Annual Maintenance Contract (AMC) works —are hereby directed to adhere to the following mandatory requirements with immediate effect:**

1. **Work Order Registration on Shram Suvidha Portal:**
   **All contractors must obtain/update their valid license under the OSH Code and register each active work order awarded by NEIGRIHMS on the Shram Suvidha Portal within 15 days of the issuance of this circular (or within 15 days of receiving a new work order), submitting proof of registration to the concerned controlling section.**

2. **Appointment Letters & Wage Slips:**
   **Every worker deployed at the Institute must be issued a formal written Appointment Letter upon deployment and a standardized Monthly Wage Slip (physical or electronic) at least one day prior to the disbursement of wages.**

3. **Timely Bank Disbursement & Social Security (EPF/ESI):**

   - **Monthly wages must be disbursed strictly via direct bank transfer within the prescribed statutory timeline (on or before the 7th day of the succeeding month). Cash payments are strictly prohibited.**
   - **All eligible workers must be enrolled under EPF and ESI from their first day of deployment.**

4. **Billing & Verification Protocol:**
   **Monthly running account bills submitted to the Institute will be processed by the Accounts Section only upon attaching verified copies of:**

   - **Bank transfer statements confirming wage disbursement.**
   - **Individual worker wage slips.**
   - **Monthly EPF and ESI deposit challans along with the Electronic Challan-cum-Return (ECR) member list.**

5. **<u>Free Annual Health Check-ups (Construction & High-Risk Works):</u>**
   **Contractors executing civil, electrical, or building and other construction works must arrange a free annual medical examination for all deployed workers aged 40 years and above, and submit the compliance certificates to the Engineering Section.**

6. **<u>Safety Gear & Half-Yearly Returns</u>:**

   - **Contractors must provide appropriate Personal Protective Equipment (PPE) and safety gear to workers engaged in hazardous, clinical, sanitation, or maintenance tasks at no cost to the worker.**
   - **Contractors must file mandatory Half-Yearly Returns on the ShramSuvidha Portal within the stipulated timelines and submit a copy of the acknowledgment to the Nodal Officer (OSH Compliance) through their respective controlling sections (GAD/Stores/Engineering).**

7. **<u>Liability for Wage Default</u>:**
   **Non-compliance with any of the above directives shall be treated as a breach of contract. In the event a contractor fails to disburse wages on time, NEIGRIHMS reserves the right to pay the due wages directly to the affected workers and recover the said amount—along with applicable administrative penalties—from the contractor's pending bills or Performance Security Deposit.**

**<u>In view of the above, All controlling officers (Engineering Section, GAD and Stores Section) are requested to circulate a copy of this order to all active contractors/Agency under their supervision and to ensure strict compliance with immediate effect.</u>**

**This is issued with the approval of the Competent Authority.**

Digitally signed by
David Teirylang Umdor
Date: 25-11-2026
12:42:31

**Deputy Director (Admn.)**
**/Nodal Officer (OSH Compliance)**
**NEIGRIHMS, Shillong**

**No. GAD/18/2026-GAD** **Dated Shillong the November, 2026**

**Copy to:**

1. **Superintending Engineer, NEIGRIHMS/ Nodal Officer (OSH Compliance), NEIGRIHMS – for monitoring and record.**
2. **Senior Stores Officer, Store Section – for compliance with all the above statutory requirements and must incorporate the standard mandatory clauses in all future tenders and work orders.**
3. **Asst. Engineer (Civil & Electrical) – for circulation to all works and AMC contractors.**
4. **AR-GAD &Estt-III– for circulation to Outsourcing Agency and for further compliance with all the above statutory requirements and must incorporate the standard mandatory clauses in all future tenders and work orders.**
5. **Accounts Officer, NEIGRIHMS – for strict compliance during bill verification.**
6. **In-Charge, IT Cell – with a request to upload this circular on the Institute's official website.**
7. **P.A. to the Dean, NEIGRIHMS.**
8. **P.A. to the Medical Superintendent, NEIGRIHMS.**
9. **P.A to the Director, NEIGRIHMS – for kind information of the Director.**
10. **Notice Boards / Office Copy.**