



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG
(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
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No.NEIGR-Estt-I/21/90/Vol.VI/

Dated Shillong the 21st March 2018

Office Order

In supersession of all previous orders issued in this regard, it is hereby notified for information of all faculty members that the applications for the following purposes shall be submitted to the Institute as under:

Sl. No.	Purpose	Time limit for submission	Channel of submission
1.	Leave (like Earned Leave) except on medical ground	15 days	Heads of Departments will submit the applications through the Medical Superintendent.
2.	National Conference/Workshops/Symposium/CMEs		
3.	Other assignments like Examiner duty, etc		
4.	International Conference	1 month	
5.	International Fellowship	2 months	

The channel of submission of applications in respect of the Heads of Departments will be through the Medical Superintendent.

It is further instructed that faculty members shall not leave the station for any of the purpose, without receiving prior sanction /approval from the Competent Authority.

This is issued with the approval of the Director, NEIGRIHMS, Shillong.

Deputy Director (Admn)

Memo No.NEIGR-Estt-I/21/90/Vol.VI/

Dated Shillong the 21st March 2018

Copy for information and necessary action to:-

- (1) The Dean, NEIGRIHMS, Shillong
- (2) The Medical Superintendent, NEIGRIHMS, Shillong
- (3) All Heads of Departments, NEIGRIHMS, Shillong and **with a request to circulate the order to all Faculty Members working under their charge.**
- (4) The PS to the Director for favour of kind information of the Director, NEIGRIHMS
- (5) To the DPA to upload in the Institute's website.

Deputy Director (Admn)