



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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F. No.

F.No-NEIGR/S&P/MED STORE/POLICY/18-19/01(Pt)

Dated: 23<sup>rd</sup> April 2021

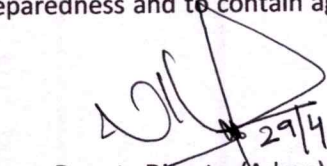
## CIRCULAR

In continuation to the Institute circular of even no, dated 6<sup>TH</sup> June 2019, all departments /section are to submit demand requisition of their projected requirements of drugs, medicines, surgical & disposables, stationaries and consumables etc on quarterly phased manner on regular basis in the prescribed format(copy enclosed) according to priority/need, with present availability of stores, pattern of consumption, estimated cost and work/patient load in the respective department/section.

It may be clarified that the indent/demand requisition should reach latest by 15<sup>th</sup> of the preceding month for the subsequent quarter. **For example the indent/demand requisition should reach latest by 15<sup>th</sup> June 2021 for the second quarter i.e July-September 2021.** It may be noted that no indents in this regard would be received after the above mentioned period, except in case of emergency.  
( 1<sup>st</sup> Quarter:- April –June , 2<sup>nd</sup> Quarter : July-September, 3<sup>rd</sup> Quarter: October –December , 4<sup>th</sup> Quarter : January-March .).

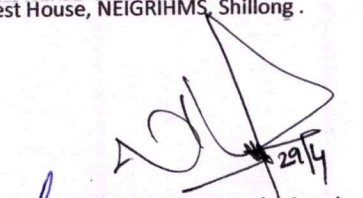
In addition to the above, the quarterly requirement of PPE's and other COVID-19 related consumables may be submitted on immediate priority in view of Health preparedness and to contain against COVID-19 emergency situation.

This is issued with approval of Director.

  
29/4  
Deputy Director(Admn)  
NEIGRIHMS

Copy for information and necessary action to:

1. P.A. to Director/DDA/MS/Dean NEIGRIHMS, Shillong.
2. All Head of Departments, NEIGRIHMS, Shillong .
3. Nodal Officer for COVID-19, NEIGRIHMS, Shillong
3. Executive Engineer /Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong .
5. Principal, College of Nursing, NEIGRIHMS, Shillong .
6. Deputy Financial adviser ,Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong .
7. Librarian, NEIGRIHMS, Shillong .
8. Assistant Registrar Estt-2 & Academics ,NEIGRIHMS,Shillong.
9. Assistant Administrative Officer,ESTT-1&3,NEIGRIHMS,Shillong.
10. Assistant Administrative Officer, GAD,NEIGRIHMS,Shillong.
11. Vigilance,Disciplinary & Legal Section, NEIGRIHMS,Shillong.
11. I/C Central/Medical/ Ancillary Stores/Sanitary Officer/In-Charge Laundry/Incharge Guest House, NEIGRIHMS, Shillong .
12. Chief Security Officer, NEIGRIHMS, Shillong.
13. Office copy.

  
29/4  
Deputy Director(Admn)  
NEIGRIHMS

DEMAND REQUISITION CUM UTILISATION CERTIFICATE

Book No. **121**

Reference No.

Sl. No. **12011**

Dated

The Director,  
NEIGRIHMS, Shillong

SAMPLE.

Sir,

This department/Section requires the following stores for functioning of the department and the same is projected requirement for the ..... quarter of the financial year .....

Sl No.	Description of Stores	Technical Specification/ supporting documents	Delivery schedule, desired	Quantity required	Purchase sources/ producing organization (Minimum 3)	Quantity in stock	Rate of Consumption	Tentative Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

It is also certified that the items which were procured before had been utilized for the purpose for which they were procured. The remaining items as indicated above also will be utilized for the purpose for which they have been procured

Authority recommended for inspection/ acceptance of Stores-

Prepared by:

Entered in demand  
Requisition register:

Checked by:

*Jimlan*

In-Charge/Head of the Department

Name of the Department/Section

*n  
axh*