

पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान /North Eastern Indira Gandhi Regional  
Institute of Health and Medical Sciences

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान) / (An Autonomous Institute,  
Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावडियांगडंग, शिलांग -793 018 (मेघालय) /Director's Block, Mawdiangdiang, Shillong -  
793 018 (Meghalaya)

F. No: NEIGR/S&P/A-03/2016-17

Dated: 20<sup>th</sup> December' 2019

**CIRCULAR**

In continuation to Institute's circular F.No. NEIGR/S&P/188/2006 dated 07.02.2018, all departments /section are to submit detailed list of stores, furniture, office equipments etc requiring minor repair and maintenance by 1<sup>st</sup> week of December and 1<sup>st</sup> week of July of every year, according to priority/need to In-charge ancillary stores by e-mail: [ancillarystoreneigrihms@gmail.com](mailto:ancillarystoreneigrihms@gmail.com) . Stores along with Medical education Unit / Central workshop shall schedule the workshop for minor repair and maintenance.


In case of medical equipments, bi-annual preventive maintenance contract exist with the e-bidders/manufacturers/ principals for maintenance and upkeep of all equipments during warranty and comprehensive maintenance contract period . Bio Medical department may be contacted over e-mail: [bme.neigrihms@gmail.com](mailto:bme.neigrihms@gmail.com).

This is for information of all concerned.

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. Executive Engineer(E)/© /Estate Officer (C).
4. Store & Procurement Section, NEIGRIHMS, Shillong .
5. Principal, College of Nursing, NEIGRIHMS, Shillong .
6. Sr. Account officer, Accounts Officer & Assistant Accounts Officer, NEIGRIHMS, Shillong .
7. Librarian, NEIGRIHMS, Shillong / Principal Nursing College
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/ DPA for uploading on the Institute's website

  
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