



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, Mawdiangdiang, Shillong – 793018 Meghalaya

Ref: NEIGR/S&P/A-3/2019-20

Date: 05/03/2020

OFFICE ORDER

In continuation to Office order NEIGR/S&P/188/2006/Pt-II, dated 09.08.2017 and in order to ensure further operational effectiveness in Stores, Procurement, Medical Gases, MGPS with Inventory, supporting materials management related functions of the Institute and maintenance ensuring necessary un-interrupted services, the following internal arrangement is ordered in the interest of the Institute with effect from 09/03/2020, till further orders.

In case of exigencies Storekeepers, Pharmacist, Gas Officer, Gas Mechanic, Gas keepers and other supporting professionals from the Contractor/ agency may be required to attend their duties beyond the indicated duty schedules or as directed by the concerned Controlling Officers.

Name	Place of Posting- Location Description of duties, responsibilities and work profile	Reporting authority	Link In-charge/ Professional	Weekly Off
Shri Premananda Baliarsingh Gas Officer MGPS Unit, LMO and Medical Oxygen Generation Unit (Duties as per roster)	All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Medical Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Medical Oxygen Generation unit. Countersigning of Bills and Indents, file processing for Medical Gases. Operation and Maintenance of Medical Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of medical Gases Cylinder and maintenance of Stock related to Type B, Type D. Finalization of all related Roster, duty schedule and SOP's in consultation with Bio Medical Engineer, user department and Hospital administration. All handling of cylinders, weighing of lorries/vehicle and PESO related works/ documentations, To assist in installation and maintenance of Medical Gases and related systems. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Medical Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.	BME/ Stores & Procurement Officer /DMS/ MS	Mr Santoshi Prasad Sarkar- Medical Stores Countersigning of Bills and Indents, file processing for Medical Gases ,	Monthly 8 (eight) days off as per duty schedule and roster.
Mr Teibok Wahlang , Gas Mechanic MGPS Unit, LMO and Medical Oxygen Generation Unit (Duties as per roster)	Operation and Maintenance of Medical Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of Medical Oxygen Cylinder and maintenance of Stock related to Type B, Type D etc. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Medical Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Medical Oxygen Generation unit. All handling of cylinders, weighing of lorries/vehicle and PESO related works/ documentations, To assist in installation and maintenance of Medical Gases and related systems. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Medical Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.	Gas Officer	Shri Premananda BaliarSingh Gas Officer	Monthly 8 (eight) days off as per shift duty and roster
Mr. Welson Warjri (Gas Keeper) MGPS Unit, LMO and Medical Oxygen Generation Unit (Duties as per roster)	Operation and Maintenance of Medical Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of Medical Oxygen Cylinder and maintenance of Stock related to Type B, Type D etc. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Medical Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Medical Oxygen Generation unit. All handling of cylinders, weighing of lorries/vehicle and PESO related works/ documentations, To assist in installation and maintenance of Medical Gases and related systems. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Medical Oxygen generation	Gas Officer	Mr Teibok Wahlang , Gas Mechanic	Monthly 8 (eight) days off as per shift duty and roster

Circular related to store

D. T. Untch
Deputy Director (Admn.)
North Eastern Indira Gandhi Regional Institute
of Health and Medical Sciences (NEIGRIHMS)

	unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.			
Mr. Ganesh Roy (Gas Keeper) MGPS Unit, LMO and Medical Oxygen Generation Unit (Duties as per roster)	Operation and Maintenance of Medical Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of Medical Oxygen Cylinder and maintenance of Stock related to Type B, Type D etc. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Medical Oxygen, Medical air and other gases, record of stocks as per GFR Format and processing of stores Management and operation of Medical Oxygen Generation unit. All handling of cylinders, weighing of lorries/vehicle and PESO related works/ documentations, To assist in installation and maintenance of Medical Gases and related systems. Other duties, responsibilities as detailed herein. Shall take full responsibility for handling of duties in the Medical Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.	Gas Officer	Mr. Welson Warjri (Gas Keeper)	Monthly 8 (eight) days off as per shift duty and roster
Engineer and Professionals from M/s PES Installations Pvt Ltd, Delhi. M/s SPSS Mediline, New Delhi. Engineer and Professionals: 1) Supervisor 2) MGPS Technician 3) MGPS Technician 4) MGPS Technician 5) MGPS Technician 6) Plant Operator from M/s SPSS Mediline, New Delhi.	Operation and Maintenance of Medical Oxygen Generation plant, Manifold, Medical Gas Pipelines, refilling of Medical Oxygen Cylinder and maintenance of Stock related to Type B, Type D. All Materials Management functions, Inventory and processing of store under economic order mode as per GFR 2017, for the respective stores. Medical Oxygen, Medical air and other gases and operation of Medical Oxygen Generation unit. All handling of cylinders, weighing of lorries/vehicle and PESO related works/ documentations, To assist in installation and maintenance of Medical Gases and related systems. Shall take full responsibility for handling of duties in the Medical Oxygen generation unit including operation, minor maintenance, Gas manifold system including all allied works handled / allocated to official and any other task assigned by the competent authority.	Gas Officer	Alternate qualified Professional from the Contractor/ Agency	Monthly 8 (eight) days off as per shift duty and roster

Job Profile, description and responsibilities of MGPS, LMO and Medical Oxygen Generation Unit.

- The Duties of the all are to receive stores according to the specifications, rates, quantity as enlisted in the supply Order before passing the bills. It is professionals' duty to report any breakage, damages and shortages in receipt of the materials received.
- It is the responsibility of professionals to maintain an Asset register for recording of all the assets after obtaining the relevant papers duly certified by the concerned HOD/user.
- To get the approval of Quality Control Committee for taking into stock the materials received. It is the Duty of the professionals to classify the materials and give the codification number and keep them in the stores at an appropriate place after making necessary entries in respective Registers. Timely replenishment of materials by fixing Maximum level, Minimum level, Order level, and Danger level of the Stocks to be on hand is also the duty of the Professionals. Professionals have to send the periodical statements of consumption of materials, requirements of materials, obsolete items and unserviceable items for taking appropriate action.
- The Professionals / staff solely responsible for the materials which are under his custody for loss, damages, spoilage, theft, etc. It is his/her responsibility to preserve the materials which are under his custody without spoil and damage. He should also take precautions against fire, theft and other natural calamities. Gas Keeper is individually responsible for issuing the materials as per the specifications of the indenting Officer.
- All shall arrange to keep the MGPS/LMO/ Medical Oxygen Generation unit in a neat and orderly manner and ensure that all Container's, Cylinders, Packages, etc. are properly labeled and kept in proper storage as per the natures of the items. He/she will prepare and submit regular indents with the delivery program from time to time.
- All shall take e necessary steps to replenish stocks well in time to avoid any difficulty in supply on account of any item going out of stock. He/she shall bring to the notice of the BME/DMS/Medical Superintendent store running short and prepare by hand urgent indents for submission to the Procurement Section through proper channel. Gas Keeper will bring to the notice of Gas Officer/ BME/ In-charge/Medical Superintendent and submit urgent demands within time when the stock require replenishment to allow replacement to be made before actual depletion occur. He will ensure that a buffer stock of a minimum of 15 days is always available in respect of listed Medical gases. Issue of materials to all Divisions based on their requisition as per approval of the competent authority. In the process of replenishment of Medical Gases, Gas Keeper/ Gas Mechanic/ Gas Officer should verify all quantity required/specifications based on the past as per the user should be intimated to the Purchase Department at the earliest for processing. Gas Keeper/ Gas Mechanic/ Gas Officer shall ensure the purchase process/tendering/opening of bids and finalize the rate for placing order, with the store and purchase department.
- All Issued related to Medical Gases and cylinder of various categories shall be performed from the MGPS plant instead of Emergency area from the effective date of this Office Order.
- Any other work assigned by the BME/DMS/MS from time to time.

All professionals need to attend emergency duties, in case of need, on holidays/weekends / late evenings or as other duties as assigned by competent authority, from time to time. All handing over and taking over in respect of transfer of charge as per GFR Form 16 shall be completed under intimation to the respective Head of Department/ In charge within 09.03.2020.

Enclosed: Duty Roster: Annexure "A"

Copy for information: PS to Director /DDA/MS/DMS/NS/ All Head of Departments/BME/NS/DNS/ In charge Medical Stores / Central Stores / Notice Board/ Website/ Record files/All personnel files and Sanitation Officer for coverage of the respective areas.

CC: M/s PES Installations Pvt Ltd and M/s SPSS Mediline , New Delhi

Deputy Director (Administration)

D. T. Umdor
Deputy Director (Admn.)
North Eastern Indira Gandhi Regional Institute
of Health and Medical Sciences (NIGRIHMS)
Shillong-793018, Meghalaya, India

Circular related to store

1998
4/3/20

DUTY ROASTER FOR MGPS

Name	Designation	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
Premamunda Balasingsh	Gas Officer	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B
Fedbokekar Wardang	Gas Mechanic	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	
Wilson Warjari	Gas Keeper	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	
Ganesh Ray	Gas Keeper	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	
Ramesh Sharma	MCPST Technician	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	
Abhishek Pal	MCPST Technician	A	G	G	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C	O	O	A	A	B	B	C	C		


A 8AM - 2 PM
 B 2 PM - 8PM
 C 8PM - 8 AM
 G 9AM - 4 PM
 O OFF DAY

* Monthly 8 days off & No public holidays can be avail except 15 august, 26th january & 02nd October .


 Mr. Welson Warjari
 Gas Keeper
 NEIGRIHMS, SHILLONG



 Gas Officer
 NEIGRIHMS, Shillong-18


 Medical Superintendent
 NEIGRIHMS, Shillong