



NEIGRIHMS

पूर्वोत्तर इन्दिरा 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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Dated 02.06.2025

NOTICE

In view of the upgradation of eOffice to extend access to all regular employees of the Institute, all Heads of Departments (HODs) and Section Heads are requested to submit the EMD forms for regular employees in their respective Departments/Sections who currently do not have access to eOffice.

The EMD form is available on the Institute website under: **Announcement → Circular → Forms → [EMD Form for eOffice access](#)**.

The duly filled EMD form, along with a copy of the appointment order for the employee's current post, should be submitted in **soft copy only** through the official NEIGRIHMS email ID of the concerned HOD or Section Head to ic-itcell@neigrihms.gov.in or itcell.neigrihms@gmail.com

Deputy Director (Administration)

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Dated 02.06.2025

Copy to:

1. Director, NEIGRIHMS for kind information.
2. Medical Superintendent, NEIGRIHMS for kind information.
3. Dean (Academics), NEIGRIHMS for kind information.
4. All HOD/Section Head for kind information and necessary action.

Deputy Director (Administration)