

12. Board of Consultants

The Council may appoint from time to time a Board of Consultants consisting of not more than 15 members including the Director from different fields of Health sciences with the following functions;

- a) To exercise collectively, broad leadership and top consultancy in the field of health development
- b) To develop a programme for health manpower development and related research so that effective and efficient administration and management to all level by the local health and other concerned departments is facilitated;
- c) To promote and maintain a programme of investigation and research designed to provided continuing knowledge on the health status of the people in the North-Eastern region and to develop new technical and administrative skills in diseases prevention and control and of health promotion; and
- d) To provide consultation in all aspects of Health Science and Technology to the North-Eastern Indira Gandhi Regional Institute the State/Union Territories authority. This will include planning, monitoring and evaluation of all the health related programmes in the region.

13. President

The President of the Governing Council shall be called the President of the Institute and exercise such powers and discharges such functions as are laid down in these Rules or as may be required by the Regulations.

14. Director of the Institute

- i) There shall be a Principal Executive Officer and head of all the academic, scientific and administrative activities of the Institute who shall be designated as the Director of the Institute and shall be appointed by the Council with the prior approval of the Government of India. Provided that the first Director of the Institute shall be appointed by the Government of India.
- ii) The Director shall act as the Secretary to the Council as well as the Executive Committee.
- iii) The Director shall exercise such powers and discharge such functions as may be prescribed under the Rules and Regulations or as may be delegated to him by the Council or the President of the Institute or by the Executive Committee or the Chairman of the Executive Committee.
- iv) The Director and other officers, and employees of the Institute shall be entitled to such salary and allowances and shall be governed by such conditions of service in respect of leave, pension provident fund and other matters as may be prescribed by Regulations in this behalf.
- v) The Director shall be the Member-Secretary of all the Committees constituted by the Institute.
- vi) The Governing Council shall, if it is of the opinion that it is in the public interest to do so, have the right to terminate the term of office of Director at any time before the expiry of his term by giving him a notice of not less than three months in writing or three month's salary and allowances in lieu thereof. The Director shall also have the right to relinquish his office at any time before the expiry of the fixed term by giving to the Institute a notice of not less than three months in writing.

15. Other employee of the Institute

The Governing Council shall from time to time create necessary post for the proper functioning of the Institute. The employees shall be whole-time employee and may be employed in any manner required by the proper authority of the Institute without claim for additional remuneration.

16. Qualifications and other conditions of Service

1. Experience and other qualifications for appointment to posts under the Institute shall be prescribed by the appointing authority keeping in view the qualifications and experience prescribed by the Central Government for similar posts before applications of candidates are called for subject to the condition that non-medical personnel shall not be appointed to the post to Director.

SCHEDULE-I
Extend of powers
{Bye-Laws 3(b).4(k)}

Sl. No.	Nature of Power	Director	Chairman Executive Committee	Executive Committee	President	Governing Council
1.	2.	3.	4.	5.	6.	7.
1.	Powers of re-appropriation	Full powers {Subject to the condition prescribed in DFPR's 1978 as amended from time to time}	-	-	-	Report of any re-appropriation shall be placed before the Governing Council for approval
2.a	Write off of loss of irrecoverable values of stores or money due to fraud theft, etc.	Up to Rs. 10,000/- in each case (Rs. Ten Thousand)	Up to Rs. 2.00 lakh in each case	-	-	Full Powers
b.	Loss of income, bond money or irrecoverable advances.	Up to Rs. 10,000/- in each case	Up to Rs. 2.00 lakh in each case	-	-	Full Powers
c.	Deficiencies and depreciations in the value of stores.	Up to Rs. 10,000/- in each case	Up to Rs. 2.00 lakh in each case	-	-	Full Powers
3.	To incur (i) Contingent expenditure (ii) or expenditure on the purchase of stores and stationery and printing of forms. (iii) Expenditure on outsourcing Security & Services.	Full Power within the sanctioned budget.	-	-	-	-
4.	To incur expenditure on procurement of Hospital equipment through open/limited tender.	DIRECTOR: i) Up to Rs. 5 crores on each occasion.	-	-	Full Powers	-
	Procurement of hospital equipment through single tender/proprietary contract	All such cases of stores/procurement/projects not delegated to Director be forwarded to the Ministry after due consideration by the Institute's Procurement Committee.	-	-	Full Powers on the advice of purchase Committee	-
5.	To incur expenditure on consumable for Hospital	ii) Above 1 crore	-	-	-	-
6.	Maintenance of Building and	Rs. 25 lakhs in each case subject to Rs. 2 Crores per year	Rs. 10 lakhs in each case subject to maximum of Rs. 1 crore per year	Full Powers	-	-
a.	Minor original works and special repairs Petty works	-	-	-	-	-
b.	Ordinary repairs	Full powers for minor repairs subject to budgetary provision (other than annual repairs)	-	-	-	-

NEIGRIHMS

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, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

No.NEIGR-Estt-I/402/2008/439

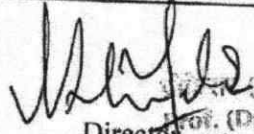
Dated: Shillong 6th September, 2022

NOTIFICATION

In pursuance to the approval of the 42nd Meeting of the Standing Finance Committee (SFC) held on 23rd August, 2022, the following "Enhancement of Administrative & Financial Power of the Deputy Director (Admn), NEIGRIHMS, Shillong" is hereby notified for information and necessary action of all concerned:-

SN.	Nature of Powers	Deputy Director (Admn)- Revised	Remarks
1	To incur expenditure on Salary of Officers and Staff including Medical Re-imbursment, Children Education Allowance / Over Time Allowance	Full Powers	-
2	To incur expenditure on TA/DA for approved tours subject to budget provision	Full powers in respect of Group 'B' & 'C' posts.	-
3	To incur expenditure on the Civil Works	Up to ₹2,50,000/-*	*Ceiling of ₹10 Lakh in each Financial Year
4	To incur expenditure on Purchase of Stores subject to budget provision.	Up to ₹2,50,000/-*	*Ceiling of ₹15 Lakh in each Financial Year
5	To incur expenditure on the Purchase of Stationary including Printing of Forms, Newspaper, Books & Periodicals subject to budget provision.	Up to ₹35,000/-*.	*Ceiling of ₹10 Lakh in each Financial Year
6	To incur expenditure on the Office Expenses, i.e. Telephone Charges, Misc. Expenses, Wages, Maintenance of Vehicle, Imprest Account, P.O.L, Internet, Hiring of Transport etc., subject to budget provision and Codal formalities.	Up to ₹35,000/-* in each case.	*Ceiling of ₹10 Lakh in each Financial Year
7	To incur expenditure on TA/DA, food and lodging bills of Members of different Committees etc. subject to budget provision	Full Powers	-
8	To incur expenditure on House Rent subject to budget provision	Full Powers *	*After assessment by the CPWD.
9	To incur expenditure on the salary of hired Security Personnel and other hired employees subject to budget provision.	Full powers	-
10	To incur expenditure on Sitting Fee to members of the Selection Committees duly approved by the Standing Finance Committee	Full powers	-
11	To incur expenditure on Electricity Bill of the Administrative Office and Interim Hospital Facility premise subject to Budget Provision.	Full powers	-
12	To incur expenditure on Furniture/ Furnishing etc. subject to Budget Provision and Codal formalities.	Up to ₹ 35,000/- in each case. *	*Ceiling of ₹15 Lakh in each Financial Year
13	Powers to direct Payment on the last working day of the month the pay and allowance of employees of the Institute where the first four days of the following month are public holidays	Full Powers.	-

14	To sanction Medical Advance to the employees & dependents as recommended by AMA of the Institute & reimbursement of Medical claims	Full Powers.	-
15	To incur expenditure on Medicines/ Reagents	Up to ₹ 35,000/- in each case. *	*Ceiling of ₹15 Lakh in each Financial Year
16	To allow Mileage Allowance by a route other than the shortest or the cheapest, subject to adequate justification thereof being on record.	Full Powers.*	*Provided selection of the route is in the best interest of the Institute.
17	To countersign his/her own TA Bills where the tour has been approved by the Director, and those of other Employees for approved tours subject to budget provisions.	Full Powers.	-
18	Power to sanction/declare any particular employee to be entitled to an accommodation of a Higher Class than that prescribed for his/ (her) grade for journey by Railway where such travel is in the interest of the Institution.	Full Powers for Group 'B' and 'C'	-
19	Powers to sanction Advance TA to Institute employee on tour transfer etc. subject to the advance being limited to the actual cost of air/train/bus fare as the case may be and 80% other admissible D.A. costs.	Full Powers in respect of Group 'B' and 'C'	-
20	To sanction Annual Increment of Group 'B' and 'C' employees in normal case	Full Powers.	-
21	Grant of Earned Leave, Half Pay Leave, Casual Leave, Child Care Leave, Maternity Leave & Medical Leave	Full Powers in respect of Group 'B' and 'C' posts.	-
22	To allow Travel by Air to non-entitled officers in case of emergency & necessity in case Director is out of the station subject to ex-facto approval of Director.	Full Powers*	*Only in case of emergency and necessity to be recorded.
23	To allow Medical treatment of Institute's employees & their dependents at a recognized hospital.	Full Powers.	-
24	To allot Residential Quarter of Group 'B' & 'C' Staff	Full Powers.	-
25	To sanction General Provident Fund (Subscription & Withdrawal) & New Pension Scheme (Withdrawal)	Full Powers for Group "B" & 'C'	-
26	To incur expenditure on Training/Workshop of the employees of the Institute for Group 'B' & 'C'	Full Power	-
27	Hiring of Water Tankers	Up to ₹2,50,000/-* in each case*	*Annual Ceiling of 2.5 Lakh.
28	Audit Fees and Expenditure related to Internal & External Audit	Full Power for Audit Fees of C&AG Expenditure related to Internal & External Audit up to ₹2,50,000/-	-

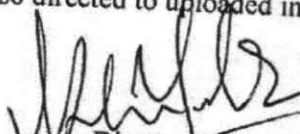

 Director (Dr.) Nalin Mohanta
 NEIGRIHMS, Shillong, India-791004

Continue...page 3/-

Dated: Shillong 6th September, 2022

Copy for wide circulation to all concerned:

1. All HODs/ HOD i/c, NEIGRIHMS, Shillong for information.
2. All Sections Heads, College of Nursing, Library, Nursing Section, Engineering Section (Civil & Electrical), Academic Section, Examination Cell, Store Section, Accounts Section, GAD/ Establishment – I/II/ III etc.,
3. PS to the Deputy Director (Admn), Shillong for favour of information of the DDA.
4. PS to the Deputy Financial Adviser, Shillong for favour of information of the Dy. FA.
5. PA to the Director, NEIGRIHMS, Shillong for favour of information of Director.
6. PA to the Dean / MS, NEIGRIHMS, Shillong for favour of information of Dean.
7. Shri. Ramanus Lyngdoh, UDC, NEIGRIHMS, Shillong and also directed to uploaded in the Institute's website.


Director
NEIGRIHMS, Shillong
Prof. (Dr.) M. Lyngdoh
Director
NEIGRIHMS, Shillong

O/c

BYE-LAWS

In exercise of the powers conferred under rule 26 of North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences Rules, the Governing Council with the previous sanction of the Central Government hereby makes the following Bye-laws for regulating the powers and functions of the Governing Council, the President, the Executive Committee, the Standing Finance Committee, Ad hoc Committees and the Director of the Institute.

1. Short Title:

These bye-laws may be called the Bye-Laws of the North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences 1999.

2. Definitions:

In the bye-laws of the North Eastern Indira Regional Institute of Health & Medical Sciences 1999 (here in after referred to as Bye-Laws).

- a) "Rules" mean the Rules of the Institutes.
- b) "President" means the President of the Governing Council of the Institute.
- c) "Director" means the Director of the Institute appointed under Rule 14 of the Rules.
- d) "Deputy Director" means the Deputy Director (Admn.) of the Institute.
- e) "Fundamental Rules" mean the Fundamental Rules as applicable to the Central Government Servants.
- f) "Supplementary Rules" means the Supplementary Rules as applicable to the Central Govt. Servants who are subjected to the Fundamental Rules of the Central Government.
- g) "General Financial Rules" means the General Financial Rules, 1963 framed by the Central Government for financial management and Controls.
- h) "Treasury Rule" means the Treasury Rules of the Central Government.
- i) "Schedule" means the Schedule to these bye laws.
- j) "Members of the teaching faculty" means the Professor, Associate Professor, Assistant professor, Lecturer and such other employees of the Institute as may be declared to be a member of the teaching faculty, Tutors/Clinical Instructors with M.Sc. in Nursing shall be 65 years subject to the Condition that these Nurses would continue to function as faculty members after the age of 60 years.

The words and expressions used in the Bye laws and not defined in these bye laws shall have the Meaning assigned to them in these Bye laws.

3. Powers and Duties of the Director:

The Director shall be the "Head of the Department" and "Principal Executive Officer" and shall exercise the powers of the "Head of the Department" in terms of Supplementary Rules 2 (10) and inter-alia discharge the duties mentioned below: -

- a) He shall allocated duties to officers and employees of the Institute.
- b) He shall also exercise the power as specified in the Scheduled I to these bye-laws, as the powers of the Director
- c) He shall also have powers to delegate any of the powers conferred on him under the Rules / Bye laws to any of the officers of the Institute on the Administrative side subject to such limitations as may be imposed by the Governing Council.

4. Meeting of the Executive Committee:

- a) The Executive Committee shall meet as often and may be considered necessary by the Chairman for transaction of its business but shall ordinarily meet at least once in a year at such place, date and time as may be decided by the Chairman of the Committee.