



इन्दिरा गाँधी आयुर्विज्ञान संस्थान, शेखपुरा, पटना-14

(बिहार सरकार का एक स्वायत्तशासी संस्थान)

Tel.: 0612 - 2297631, 2297099; Fax: 0612 - 2297225;

Website: www.igims.org; E-Mail: director@igims.org

Memo No.....

464/DC

Dated: 16/11/2023

**OFFICE ORDER**

To,

All HODs & O/ICs  
IGIMS, Patna

**Subject: Regarding submission of Employee's Personal details for creation of IDs in Balmar & Lawrie website.**

As decided by the undersigned, consequent upon the signing of the MOU between this institute & the Government Authorized Travel Agent Balmar & Lawrie to provide the facility in r/o LTC/TA/DA/Conference etc., the following details in the given format are required for creation of IDs in Balmar & Lawrie website.

SL NO	EMPLOYEE ID NO (IF ANY)	TITLE	1 <sup>ST</sup> NAME	LAST NAME	GENDER	MOBILS NO.	EMAIL (NIC MAIL)	DEPTT.	D.O.B	ADDRESS	PAY LEVEL	AIR ENTITLED OR NOT	ENTITLED CLASS

Therefore, it is directed to all the concerned to provide the department wise compiled details of the employee entitled for the above in the prescribed format through email @ [igimsfinance1589@gmail.com](mailto:igimsfinance1589@gmail.com) latest by 30.11.2023.

  
Director 16/11/23

IGIMS, Patna


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Copy to:-

Director Cell/Dy. Director Cell /Dean (Acad/Exam/Res.)/All HODs/ (Adm)/Medical College/ All concerned/Engg. Cell/Admin Section/Accounts Sec. / SE (BME) for uploading on website for information & necessary action.

  
Director  
IGIMS, Patna

28 (PWB)