



REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL HOSPITAL-795004
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

C I R C U L A R

Imphal, the 6th March, 2018

No. 43/SAP/2017-18: As per the Calendar, the Regional Institute of Medical Sciences, Imphal has started initiative for fortnight observance of Swachhta Pakhwada from 1st – 15th April, 2018. An internal audit team will assess and study the impact of this initiative in the institute including Hospital, Dental College and College of Nursing. During this period, there should be a daily reporting of the activities including photos and videos during the Pakhwada to the ministry.

The Medical Superintendent, Dean (Acad.), Principal of Dental & College of Nursing, HODs, faculty members, officials, staff and students of this institute are requested to clean their respective departments/offices/sections/units etc as per schedule given earlier. A copy of the schedule is enclosed herewith.

Sd/-

(Prof. Kh. Sulochana Singh)

Director i/c

Regional Institute of Medical Sciences
Imphal

Copy to:-

1. The PS to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS Hospital, Imphal
3. The Dean (Academics), RIMS, Imphal
4. The Principal of Dental College, RIMS, Imphal
5. The Principal, College of Nursing, RIMS, Imphal
6. All HODs, RIMS, Imphal
7. All the Head of Units/Sections, RIMS, Imphal
8. The Chief Warden, RIMS, Imphal
9. The Wardens, PG & UG Hostels, RIMS, Imphal
10. The OSD, SAP 2017-18, RIMS, Imphal
11. The Nursing Superintendent, RIMS Hospital, Imphal
12. The Deputy Director (Admn), RIMS, Imphal
13. The CAO/FA, RIMS, Imphal
14. The Consultant Engineer (Civil/Electrical), RIMS, Imphal
15. The Consultant, Content Development, SAP 2017-18, RIMS, Imphal
16. The Unit Heads of SAP, RIMS 2017-18
17. The Physical Instructor, RIMS, Imphal
18. The Care Taker, RIMS, Imphal
19. The AE (Civil/Electrical), RIMS, Imphal
20. The Media Advisor, RIMS, Imphal – for necessary action
21. The Liaison Officer, RIMS, Imphal
22. The System Administrator, RIMS, Imphal – with a request to upload in the RIMS website
23. The President/Secretary, RIMSSU, RIMS, Imphal – with a request to inform students
24. The President/Secretary, CRED, RIMS, Imphal
25. The Chief Security Officer, MSS, RIMS, Imphal
26. The Photographer, RIMS, Imphal - for coverage of the program

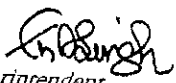
They are requested to organize the Swachhta Pakhwada by active participation of their officials, staff and students

(A. Shanti Devi)

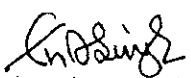
Administrative Officer i/c,
Regional Institute of Medical Sciences
Imphal

SWACHHTA ACTION PLAN (SAP)
List of activities to be performed during the Swachhta Pakhwada
(1st April- 15th April, 2018)

Sl.No	Date	Activities to be performed	Action
1.	1 st April, 2018	Inauguration of Swachhta Pakhwada after mega social services by the staff & students, CRED, RIMS & Manipur Security services, RIMS	The Director & the Medical Supdt. will inaugurate the mega social services etc.
2.	1 st to 15 th April, 2018	Video/Photo Coverage, Press Coverage during the activity	Liaison Officer, Public Relation Officer and Photographer of RIMS.
3.	2 nd -10 th April, 2018	Cleaning of Campus of Administrative Block, Jubilee Hall, Dental College, College of Nursing, Gymkhana etc.	The works will be executed by Daily Wages Workers engaged in RIMS, Imphal and supervise by Liaison Officer, RIMS, Imphal.
4.	1 st & 13 th April, 2018	Cleaning of Hospital campus, corridor, approach road and removal of all unserviceable, obsolete and unusable items etc. for subsequent disposal.	CRED,
5.	3 rd to 5 th April, 2018	All the hospital wards including Casualty will be cleaned including almirahs, tables and chairs.	The respective sisters-in-charge will monitor and supervise. All the staff including nurses will be involved in the activities.
6.	3 rd to 5 th April, 2018	Digitization of office records/e-office including tracking of office files.	Computers staffs
7.	6 th & 7 th April, 2018	Cleaning of Hospital Kitchen, Medical Store 1, Medical Store 2, and CSSD. All the Almirahs will be open and cleaned and the ownership of each and every file contained in the Almirah should be clearly taken by official/officer-in-charge.	The respective controlling officer will monitor and supervise the activities. All the staff including nurses will be involved in the activities.
8.	8 th April, 2018	All the General OPD rooms, offices and the counters will be cleaned by the respective staff. The Almirahs will also be opened, cleaned and numbered. The files contained in the Almirah which has not been opened for more than 2 years will also be cleaned. CRED will assist in cleaning Toilet blocks of the OPD.	All the staffs posted at general OPD will be involved along with some staff of CRED, RIMS, Imphal & MSS, RIMS, Imphal.


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 Hospital Imphal.

9.	9 th , 10 th to 12 th April, 2018	Social Service activities will be performed from the main gate to all the approach road towards Gents Hostels, Ladies Hostels, Mortuary via Psychiatry Department, Gymkhana including displacement of poked plants.	Manipur Security Services.
10.	11 th & 12 th April, 2018	All the Departments/Offices/Sections/Units including Dental College, College of Nursing, Computer Server Room, Jubilee Hall, Lecturer Theatre Complex, Gymkhana, Animal House, Laundry, Incinerator will carry out a detailed cleaning exercise. On the top of the almirahs, paper will be pasted which would indicate as to who is in charge of the almirah and when he/she last cleaned it. The supervisory officers' name will also be mentioned. Further the environment inside and outside the offices/departments etc must be cleaned.	The respective Principal/Head/Officers-in-charge of the Departments/Offices/Sections/Units including Dental College, College of Nursing, Jubilee Hall, Lecturer Theatre Complex, Gymkhana, Animal House, Laundry, and Incinerator will monitor and supervise the activities. All the staffs of their respective offices will participate in the activities.
11.	12 th & 13 th April, 2018	Social Service activities will be performed at PG Gents' Hostel No 1, 5A, PG Ladies' Hostel No 1, UG Ladies' Hostel No 1, 2, 3, UG Gents Hostel 1, 2, 3, 4, Internees' Hostel, Dharmasala Hostel, and College of Nursing Hostel.	The respective Hostel Wardens will monitor and supervise. All the staffs and the students of each respective hostel will participate in the activities. Over all activities will be looked after by the Chief Warden, RIMS, Imphal.
12.	10 th to 11 th April, 2018	Sanitization drives by Doctors, Nurses and medical staff to patient and visitors on importance of safe sanitation and hygiene.	
13.		Distribute free paper soaps to underprivileged communities.	
14.	10 th to 11 th April, 2018	Potted plant displayed in the corridors of the premises as also at the entrance gates.	
15.	16 th April, 2018	Inspection of office premises to oversee the results of Swachhta Pakhwada.	The Director, Medical Superintendent, Deputy Director (Admn.), Chief Account Officer/FA.
16.	14 th April, 2018	Press release in respect of activities undertaken during the Pakhwada.	Public Relation Officer, RIMS, Imphal
17.	5 th to 15 th April, 2018	Organize Swachhta awareness, different type of competition to promote Swachhta, Swachhta campus, Swachhta workshops, display and banners.	


 Medical Superintendent
 Regional Institute of Medical Sciences
 Manipal Hospital
 5/3/18

18.	15 th April, 2018	Mega social service work for Hostels, Hospital process, Administration Block	
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K.A. Singh

5/3/18.

*Medical Superintendent
Regional Institute of Medical Sciences
Hospital Imphal.*