



**REGIONAL INSTITUTE OF MEDICAL SCIENCES**  
**IMPHAL : MANIPUR**

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

**CIRCULAR**

Imphal, the .8/12/ 2022

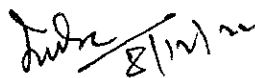
No. B/3120/2016 -RIMS: This is to inform to all the concerned controlling officers of Daily wage workers RIMS, Imphal that all the Daily Wage Workers should submit their monthly attendant roll in the prescribed format by mentioning whether their services are required or not on or before 20<sup>th</sup> of every month. The prescribed format may be collected from General Section, A-Block. Failure to comply this order their monthly wages may not be considered.

Sd/-  
(Prof. L. Ranjit Singh)  
Director,  
Regional Institute of Medical Sciences,  
Imphal

Memo No. B/3120/2016 -RIMS:  
Copy to:

Imphal, the 8<sup>th</sup> Dec, 2022

1. P.S. to Director, RIMS, Imphal.  
- for kind information of the Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Principal, Dental College, College of Nursing, RIMS, Imphal.
4. All Head of Departments/Units/Sections, RIMS, Imphal.
5. The Chief Nursing Officer i/c, RIMS Hospital, Imphal.
6. The Administrative Officer, RIMS, Imphal.
7. All Hostel Wardens, RIMS, Imphal.
8. The Steward General OPD, RIMS Hospital, Imphal.
9. The System Administrator RIMS, Imphal.
10. Order Book.

  
(Naorem Indrakumar Singh)  
Deputy Director (Admin),  
Regional Institute of Medical Sciences,  
Imphal

**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL**

Attendance Roll in respect of Daily Wage Worker

Name of Department/Unit/Section ..... for the month of ....., 2023

Sl. No.	Name of the Daily Wager	Nature of Work	Place of posting	No. of working days	No. of days worked	Amount	Signature	Service required or not

Signature of HOD/Controlling Officer  
RIMS, Imphal