



CIRCULAR

Imphal, the 27th April, 2024

No. (A)MISC/85-RIMS(Pt): A one day training programme on implementation of e-Office for "Master Trainers" and "PIMS ADMIN" will be held on Tuesday, the 30th April, 2024, at 11:30 am and 3:30 pm, respectively, at the Mini Auditorium, as per the schedule given below:-

Sl. No.	Type of Training Programme	Timing	Participants
(i)	Master Trainers	11:30 am	Medical Superintendent
			Dean (Academic)
			Principal (Dental College/ College of Nursing)
			All Head of Departments/Units
			Sub-Deans (Academic)
			Assistant Medical Superintendent
			Chief Nursing Officer
			Staff of Engineering Cell (Civil/Electrical)
			All Staff of Accounts Section & Project Cell
			Section Officers, ASO, UDCs & LDCs including PAs of HODs, Stenographers and Dealing Assistants
			All Staff of IT Cell
All Store keeper i/c and their subordinate staff			
(ii)	PIMS ADMIN	03.30 pm	All Staff of IT Cell

2. Accordingly, Officers/ Staff mentioned above, are requested to kindly make it convenient to participate in the relevant training programme in time.
3. This issues with the approval of the Director, RIMS, Imphal.

(Handwritten Signature)
27/04/24

(R.K. Mecolt Singh)
Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal.

Copy to:

1. P.S. to Director, RIMS, Imphal. – for kind information.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental/College of Nsg., RIMS, Imphal.
5. All Head of Departments/Units, RIMS, Imphal.
6. Sub-Dean , Academic, RIMS, Imphal.
7. The CAO/FA, RIMS, Imphal.
8. The Assistant Medical Superintendent, RIMSH, Imphal.
9. The Chief Nsg. Officer, RIMS, Imphal.
10. The Accounts Officer i/c, RIMS, Imphal.
11. The Consultant (Civil/Electrical) RIMS, Imphal.
12. The A.E. (Civil/Electrical), Engineering Cell, RIMS, Imphal.
13. All S.O.s , RIMS & RIMS Hospital, Imphal.
14. All persons concerned.
15. The System Administrator, RIMS, Imphal – for uploading in RIMS website.
16. Notice Boards.
17. Order Book.