



Fax : 0385-2414625
Phone : 0385- 2414539
0385-2414629
e-mail : rims@rims.edu.in
website : www.rims.edu.in

REGIONAL INSTITUTE OF MEDICAL SCIENCES
(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)
LAMPHELPAT, IMPHAL - 795004 : MANIPUR

ORDER

Imphal, the 8th May, 2020

No. 1(A)/Misc/85-RIMS(Pt): In continuation of this institute's order of even number dated 23rd April, 2020 and as one of the precautionary measures to contain the spread of Corona Virus (Covid-19) pandemic, the Administrative Block of RIMS, Imphal will continue to be functioned with minimal staff to decongest workspaces and maintain physical distancing until further orders.

2. Accordingly, all the employees of RIMS, Imphal posted at various Sections of the Administrative Block are instructed to attend office as the Roster annexed at **Annexure- 'A'**. Those not attending office as per the roster shall continue to work from home and they should be available on telephone and electronic means of communication at all times during the office hours. They should attend office if called for, in case of any exigencies of work.

3. This issues with the approval of the Director, RIMS, Imphal.

(A. Shanti Devi)
Administrative Officer,
Regional Institute of Medical Sciences,
Imphal

Copy to:

1. PS to Director-For kind information of Director, RIMS, Imphal.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. Principals (Dental/College of Nursing), RIMS, Imphal.
4. All Heads of Departments/Units/Sections, RIMS, Imphal.
5. Nursing Suptd., RIMS Hospital, Imphal.
6. CAO/FA, RIMS, Imphal.
7. Accounts Officer, RIMS, Imphal.
8. Administrative Officer, RIMS, Imphal.
9. All Sos (Gen/Pur/Aca./GPF), RIMS, Imphal.
10. System Administrator, RIMS, Imphal.
11. Concerned file.

DUTY ROSTER OF EMPLOYEES TO ATTEND OFFICE - A BLOCK WITH PROVISIONAL

ANNEXURE - 'A'

Sl. No.	Name of staff.	Designation	Place of posting	Date.
1.	Tapitha Keishing.	S.O. i/c.	General Section.	To attend regularly.
2.	N. Narendra.	-do-	Academic Section.	
3.	Ch. Nobino Devi.	-do-	Pension Section.	
4.	Mrs. Vechin Haokip.	-do-	Purchase Section.	
5.	Ksh. Memcha Devi	-do-	Bill Section.	
6.	K. Lorish Meitei.	LDC	General Section	12,14, 16, 19, 21, 23, 27, 29 and so on
7.	H. Ranita Sharma.	LDC		
8.	L. Arunakumari	UDC		
9.	Kenwar Thongam.	MTS		
10.	Mrs. Rebika Devi.	Attendant		
11.	Kh. Silsila Chanu.	MTS	General Section.	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
12.	N. Chiteswhori Devi	LDC		
13.	Ch. Ushakiran Devi	UDC		
14.	Gyanendra Chingsubam.	Computer Operator.		
15.	N. Toni Singh.	DEO	GPF/Pen Section	12,14, 16, 19, 21, 23, 27, 29 and so on
16.	I. Bidyapati Devi.	LDC		
17.	Y. Soniya Devi.	MTS	GPF/Pen Section	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
18.	R.K. Ranjit Singh	Receptionist.		
19.	H. Pradip Singh	LDC		
20.	Md. Nazir.	MTS		
21.	Th. Puinabati Devi.	MTS	Cash Section, A-Block.	Alternate days.

SD

...2/-

Sl. No.	Name of staff	Designation	Place of posting	Date
22.	Tabitha Keishing.	UDC	ACO Section (Cheque)	Alternate days (to be arranged by the ACO)
23.	Kh. Samson Singh	LDC		
24.	A. Loidang Devi.	MTS		
25.	Santosh Achom.	LDC	Establishment Section	12,14, 16, 19, 21, 23, 27, 29 and so on
26.	Jamuna Thoudam.	MTS.		
27.	W. Dhanachandra Singh	Statistical Assistant.		
28.	N. Keshorjit Singh	LDC	Establishment Section	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
29.	A. Ekendra Sharma.	Attendant.		
30.	Kh. Barnajit Singh	LDC		
31.	Th. Pramodini Devi.	LDC	Bill Section.	12,14, 16, 19, 21, 23, 27, 29 and so on
32.	Th. Chanu Rupobati.	LDC		
33.	Leima Devi.	Attendant.		
34.	Esther Lalhrietzing Buongpui.	LDC		
35.	W. Gopeswar Singh	UDC	Bill Section.	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
36.	Phumila Khapudang.	UDC		
37.	Meena Nongthongbam	LDC		
38.	Sh. Sushilukumar Singh.	MTS		
39.	N. Rakesh Singh	LDC		
40.	Sh. Victoria Devi	Stenographer	CAO/FA Office.	Alternate days
41.	A. Dipu Singh	LDC		
42.	Ksh. Manakini Devi.	MTS.		
43.	Kh. Sarat Singh	Project Associate	Server Room.	12,14, 16, 19, 21, 23, 27, 29 and so on
44.	L. Chandramani Singh	System Administrator.		
45.	O. Suraj Singh	Computer Operator.		
46.	L. Bidyakumar	Computer Operator.	Server Room.	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
47.	L. Santosh Singh	Project Associate.	Accounts Section.	Alternate days.
48.	W. Tomthin	Accounts Asstt.		
49.	L. Bhabin Singh	-do-	Admn. Block.	Alternate days.
50.	Y. Basanta Singh	Photographer.		
51.	L. Romesh Singh	Dark Room Asstt.		



Sl. No.	Name of staff	Designation	Place of posting	Date
52.	T. Shilabati Devi	Audit Assistant	Audit Section.	Alternate days.
53.	Th. Nebita Devi			
54.	N. Lenindro Singh.	Attendant	Receipt & Issue.	12,14, 16, 19, 21, 23, 27, 29 and so on
55.	Th. Rinkoo Singh.	MTS		
56.	Yeite Rangsing Koireng.	Attendant.	Receipt & Issue.	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
57.	Th. Chanu Linthoi.	MTS		
58.	M. Surchandra Singh.	Attendant.		
59.	Robinson Khuraijam.	System Administrator	A-Block	Alternate days.
60.	H. Raju Singh			
61.	Sh. Rahul Singh	MTS	Computer Section.	Alternate days
62.	N. Linthoingambi	LDC	Purchase Section	12,14, 16, 19, 21, 23, 27, 29 and so on
63.	N. Angamba Singh.	LDC		
64.	Th. Babita Devi.	MTS		
65.	Mrs. Lakshmi	Attendant		
66.	L. Bijaya Devi.	Attendant.		
67.	T. Joseph.	LDC		
68.	Th. Babu Singh	LDC	Purchase Section	11, 13, 15, 18, 20, 22 26, 28, 30 and so on
69.	Sh. Jims .	MTS		
70.	Miss. Sunibala Devi.	Attendant		
71.	H. Joykumar Singh	LDC		
72.	Priyobrata Moirangthem.	LDC		
73.	Konsam Doi Meitei.	MTS		