



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

ORDER

Imphal, the 23rd April, 2020

No. 1 (A)/MISC/85-RIMS (Pt): In continuation of this office order no. 1 (A)/MISC/85-RIMS (Pt), dated 27th March, 2020, for functioning the Administrative Block of RIMS, Imphal, a revised duty Roster for the employees posted at Admn. Block, Regional Institute of Medical Sciences, Imphal shall be enforced with immediate effect and until further orders to decongest workspaces and maintain social distancing with a view to contain spread of COVID - 19.

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

3. The above instructions may be complied with, failing which, appropriate action shall be initiated as per rules.

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

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

Copy to:

1. P. S. to Director - for kind information to the Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. CAO/FA, RIMS, Imphal.
4. Accounts Officer, RIMS, Imphal.
5. Administrative Officer, RIMS, Imphal.
6. All S Os (Gen. Sec/Pruchase/ Academic/GPF), RIMS, Imphal
7. System Administrator, RIMS, Imphal
8. Concerned file.

DUTY ROSTER OF EMPLOYEES TO ATTEND OFFICE- A BLOCK w.e.f. 24/04/2020 to 02-05-2020.

ANNEXURE - A

Sl. No.	Name of staffs.	Designation	Place of posting	Date.
1.	Tabitha 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 Haakp.	-do-	Purchase Section.	
5.	Ksh. Memcha Devi	-do-	Bill Section.	24,25,29,30, April
6.	K. Lorish Meitei.	LDC	General Section	
7.	H. Ranita Sharma.	LDC		
8.	L. Arunakumari	UDC		
9.	Kenwar Thongam.	MTS		
10.	Mrs. Rebika Devi.	Attendant		
11.	Kh. Silsila Chanu.	MTS		
12.	N. Chiteshwhori Devi	LDC		
13.	Ch. Ushakiran Devi	UDC		General Section.
14.	Gyanendra Chingsubam.	Computer Operator.		
15.	N. Toni Singh.	DEO	Academic Section	24,25,29,30, April
16.	O. Sanajaoba Singh	UDC		
17.	Rajeshwor Meitram.	LDC		
18.	S. Santa Singh.	Attendant		
19.	R.K. Samungou Singh	UDC	Academic Section	27,28, April , 1 & 2, May.
20.	N. Bobby Meitei.	LDC		
21.	M. Sanjoy Singh.	MTS		
22.	L. Benjohnson Meitei.	MTS	GPF/Pen Section	24,25,29,30, April
23.	I. Bidyapati Devi.	LDC		
24.	Y. Soniya Devi.	MTS	GPF/Pen Section	27,28, April , 1 & 2, May.
25.	R.K. Ranjit Singh	Receptionist.		
26.	H. Pradip Singh	LDC	GPF/Pen Section	27,28, April , 1 & 2, May.
27.	Md. Nazir.	MTS		
28.	Th. Puinabati Devi.	MTS	Cash Section, A-Block.	Alternate days.

Sl. No.	Name of staffs.	Designation	Place of posting	Date.
29.	Tabitha Keishing.	UDC	ACO Section (Cheque)	24,25,29,30, April
30.	Kh. Samson Singh	LDC		27,28, April, 1 & 2, May.
31.	A. Loidang Devi.	MTS		24,27,29, April & 1, May.
32.	Santosh Achom.	LDC	Establishment Section	24,25,29,30, April
33.	Jamuna Thoudam.	MTS.		
34.	W. Dhanachandra Singh	Statistical Assistant.	Establishment Section	27,28, April, 1 & 2, May.
35.	N. Keshorjit Singh	LDC		
36.	A. Ekendra Sharma.	Attendant.		
37.	Kh. Barnajit Singh	LDC		
38.	Th. Pramodini Devi.	LDC		
39.	Th. Charu Rupobati.	LDC		
40.	Leima Devi.	Attendant.		
41.	Esther Lalhrietzing Buongpui.	LDC		
42.	W. Gopeswar Singh	UDC	Bill Section.	24,25,29,30, April
43.	Phumila Khapudang.	UDC		
44.	Meena Nongthongbam	LDC		
45.	Sh. Sushilkumar Singh.	MTS	CAO/FA Office.	Alternate days.
46.	N. Rakesh Singh	LDC		
47.	Sh. Victoria Devi	Stenographer		
48.	A. Dipu Singh	LDC		
49.	Ksh. Manakini Devi.	MTS.	Server Room.	24,25,29,30, April
50.	Kh. Sarat Singh	Project Associate		
51.	L. Chandramani Singh	System Administrator.	Server Room.	27,28, April, 1 & 2, May.
52.	O. Suraj Singh	Computer Operator.		
53.	L. Bidyakumar	Computer Operator.		
54.	L. Santosh Singh	Project Associate.	Accounts Section.	Alternate days.
55.	W. Tomthin	Accounts Assst.		
56.	L. Bhabin Singh	-do-	Admn. Block.	Alternate days.
57.	Y. Basanta Singh	Photographer.		
58.	L. Romesh Singh	Dark Room Assst.		

Sl. No.	Name of staffs.	Designation	Place of posting	Date.
59.	T. Shilabati Devi	Audit Assistant	Audit Section.	Alternate days.
60.	Th. Nebita Devi			
61.	N. Lenindro Singh.	Attendant	Receipt & Issue.	24,25,29,30, April
62.	Th. Rinkoo Singh.	MTS		
63.	Yeite Rangasing Koireng.	Attendant.		
64.	Th. Chanu Linthoi.	MTS	Receipt & Issue.	27,28, April, 1 & 2, May.
65.	M. Surchandra Singh.	Attendant.		
66.	R.K. Sushila Devi	PS to Director	Director's office.	Alternate days.
67.	Mr. Isorchandra Singh	PA to Director		
68.	M. Kuber Singh	MTS	Director's office.	
69.	O. Christopher.	Attendant		
70.	S. Dwijamani Singh	Attendant	Director's office.	27,28, April, 1 & 2, May.
71.	L. Sheityanaran Sharma.	-do-		
72.	Robinson Khurajiam.		A-Block	Alternate days.
73.	H. Raju Singh	System Administrator		
74.	Sh. Rahui Singh	MTS	Computer Section.	24,25,29,30, April
75.	N. Linthoingambi	LDC		
76.	N. Angamba Singh.	LDC		
77.	Th. Babita Devi.	MTS	Purchase Section	24,25,29,30, April
78.	Mrs. Lakshmi	Attendant		
79.	L. Bijaya Devi.	Attendant.		
80.	T. Joseph.	LDC		
81.	Th. Babu Singh	LDC		
82.	Sh. Jims.	MTS		
83.	Miss. Sunibala Devi.	Attendant	Purchase Section	27,28, April, 1 & 2, May.
84.	H. Joykumar Singh	LDC		
85.	Priyobrata Moirangthem.	LDC		
86.	Konsam Doi Meitei.	MTS		