



REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL

(An autonomous institute under the Ministry of Health & Family Welfare, Govt. of India)

OFFICE MEMORANDUM

Imphal, the 31st March, 2016

No. B/2287/2012-RIMS: In pursuance of the meeting held on 18th March, 2016 at 2:00pm with heads of department/unit, RIMS, Imphal, the following decisions have been taken for compliance and further necessary action.

1. All heads of department/unit and administrative heads present in the meeting felt that punctuality has become a prime concern and is required to be improved upon. The office timing is from 9:30am to 4:30 pm on all working days. Each and every staff of the institute is expected to attend office in time. All heads are requested to ensure proper punctuality and working of full hours taking into account the departmental adjustments of all staff under their control and if necessary disciplinary action as per rules may be taken.
2. All heads of department/unit are requested to conduct monthly departmental/unit meeting at their level and send report of such meeting to the Office of Director, RIMS, Imphal.
3. The administration of RIMS, Imphal will circulate a print out of Biometric Attendance Report of every department/unit by first week of every month to the concerned head for taking appropriate necessary action in the matter at department level initially.
4. Every head of department/unit will maintain "manual attendance register" of all staff under their control w.e.f 01.04.2016.
5. The administration of RIMS will initiate action for installation of Biometric Attendance Machine at Urban and Rural Health Training Centres to record the presence of doctors by the Community Medicine Department.

(Prof. S. Rita Devi)

Director,

Regional Institute of Medical Sciences,
Imphal

To

All Administrative Heads & Heads of Department/Unit,
RIMS, Imphal.

Copy to:

1. The System Administrator, RIMS, Imphal- *For uploading the above OM on RIMS website.*
2. All Notice Boards.