



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 27<sup>th</sup> March, 2020

No. 1(A)/MISC/85-RIMS(Pt.): The Administrative Block of RIMS, Imphal shall be functioned with skeletal staff to decongest workspaces and maintain social distancing with a view to contain spread of Covid-19 with immediate effect and until further orders.

2. Accordingly, the employees of RIMS, Imphal posted at Administrative Block are instructed to attend office as per the Roster as Annexed at **Annexure-‘A’ & Annexure- ‘B’**. **Initially, the employees listed at Annexure ‘A’ will work in office from 26/03/2020 to 01/04/2020, those listed in Annexure-‘B’ from 02/04/2020 to 08/04/2020 vice versa.** Those not attending office as per the Roster shall work from home and they should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

3. The contact number of all staff posted at A-Block should be furnished by the staff for emergent requirement to Administrative Officer, RIMS, Imphal.
4. In place of biometric attendance, manual system of marking shall be introduced by respective Section Officer, RIMS, Imphal.
5. **Each HOD/Principal (Dental/College of Nursing) shall rationalize the attendance of contractual employees and daily wager in the same manner.**
6. This order shall not prevail to Nursing Staff, Para Medical Staff & Doctors for whom the Medical Superintendent, RIMS Hospital, Imphal will issue separate order.
7. Entry of the outside visitors in the Administrative Block, RIMS, Imphal is suspended with immediate effect. Only those visitors who have prior permission of the RIMS Authority/ Officer shall be allowed.
8. The above instructions may be complied with, failing which, appropriate action shall be initiated as per rules
9. This issues with the approval of the Director, RIMS, Imphal.

  
(K. Doungel)

Deputy Director (Admn.)  
Regional Institute of Medical Sciences,  
Imphal

Copy to:

- i. PS to Director-For kind information of Director, RIMS, Imphal.
- i. Medical Superintendent, RIMS Hospital, Imphal.
- ii. Principals (Dental/College of Nursing), RIMS, Imphal.
- iii. All Heads of Departments/Units/Sections, RIMS, Imphal.
- iv. Nursing Suptd., RIMS Hospital, Imphal.
- v. CAO/FA, RIMS, Imphal.
- vi. Accounts Officer, RIMS, Imphal.
- vii. Administrative Officer, RIMS, Imphal.
- viii. All Sos (Gen/Pur/Aca./GPF), RIMS, Imphal.
- ix. System Administrator, RIMS, Imphal.
- x. Concerned file.