



REGIONAL INSTITUTE OF MEDICAL SCIENCES

(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)

LAMPHELPAT, IMPHAL - 795004: MANIPUR

No. 2/Dy.Dir/RIMS-2020:

Imphal, the 15th April, 2020


OFFICE MEMORANDUM

Subject: Rotational Transfer Policy of RIMS, Imphal.

The undersigned is directed to state that in compliance of **Central Vigilance Commission's Circular No.03/09/11 under Letter No.004/VGL/090/22555 dated 11.09.2013**, the Rotational Transfer Policy (RTP) of RIMS, Imphal is formulated and circulated herewith for immediate implementation.

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

Encl: as above


(K. Doungel)
Deputy Director (Admn.)
RIMS, Imphal

To.

All concerned officers/staff.

Copy to:

1. The P.S. to Director, RIMs, Imphal.
2. The Medical Superintendent, RIMS Hospital.
3. The Dean (Academic), RIMS, Imphal
4. All HOD, RIMS, Imphal
5. Principals/Dental College/College of Nursing, RIMS, Imphal
6. The CAO cum FA, RIMS Imphal.
7. The Nursing Superintendent, RIMS Hospital
8. The Librarian, RIMS, Imphal
9. The Consultant- I & II(Engineer), RIMS, Imphal.
- 10.A.O, RIMS, Imphal
- 11.A.C.O, RIMS, Imphal
- 12.Guard file.

ROTATIONAL TRANSFER POLICY FOR PERSONNEL IN REGIONAL INSTITUTE OF MEDICAL SCIENCES (RIMS), IMPHAL

MANDATE: - The Regional Institute of Medical Sciences (RIMS), Imphal was set up in 1972 as teaching hospital to cater to the needs of the entire North-eastern States except Assam in training 125 MBBS & 147 PGs medical doctors. The institute also has intake capacity of 50 BDS, 50 B.Sc (Nursing) course. In the year 2019-20, MSc (Nursing) course has been started with 8 seats per annum. Further, the institute provides Super Speciality M.Ch. courses in Urology and Plastic Surgery with intake capacity of 2 seats and 1 seat respectively. DM course in Nephrology has been started with an intake of 2 students. In collaboration with AIISH, Mysore the institute has been providing BASLP course with intake of 10 students per annum. A course of M. Phil. (Clinical Psychology) is also conducted in the institute with a sanctioned strength of 7 student p.a. From the year 2019-20, Bachelor Degree courses in MLT and Medical Radiology and Imaging Technology have been started.

The Institute has more than 1100 beds. The annual OPD attendance is more than 7.5 lakh apart from 1.30 lakh patients attending the Casualty department. Around 1.20 lakh patients are admitted in the wards annually.

2. The institute has its own personnel except the post of Deputy Director(Admn) sourced from Central(DoPT)/State Govt. and, therefore, the issue of rotational transfers is yet to be addressed **in terms of Central Vigilance Commission's Circular No.03/09/11 under Letter No.004/VGL/090/22555 dated 11.09.2013**. The RIMS, Imphal through this policy prescribes norms for internal transfers/postings in the Institute. The policy has been framed accordingly hereinafter.

THE POLICY: -

- aims to harmonize divergent objectives of institutional memory, avoid developing vested interests, exposure to different Section/Units and aspects of working of the Institute
- prescribes minimum and maximum tenure in the Institute for different level of functionaries (upto Section Officer level initially).
- prescribes how transfers will be effected; and
- provides for making rotational transfers in respect of the officials particularly those posted on sensitive posts at periodic intervals.



THE PARAMETERS: -

- (i) The minimum and maximum tenure for a particular posting shall be 2 years and 3 years respectively. However, in sensitive section, efforts would be that no officer/official continues after expiry of 2 years in any capacity/post.
- (ii) The following sections will be treated as sensitive sections for the purpose of Rotational Transfer Policy (RTP):
 - Purchase Section
 - General Section
 - Store
 - OPD/Casualty Counter
- (iii) Transfers/postings in the normal course i.e. in accordance with the prescribed tenure will be made by the Establishment Section Administration Division. The Competent Authority to affect transfers for all regular employees shall be Director, RIMS, Imphal. However, in respect of contractual employees/casual workers, Deputy Director (Admn) shall have full power to affect transfer order.
- (iv) As far as practicable, no officer/official would be transferred from one sensitive post/section to another sensitive post/section.
- (v) The policy will also apply to the outsourced/contract personnel working in various Sections/Units of RIMS, Imphal. The policy shall however for the time being, exclude Consultants who are assigned certain specified work deliverables though they can be put on similar nature of work elsewhere in the Institute.
- (vi) No effort shall be made by any authority to retain any staff on the ground of indispensability.
- (vii) The policy shall be subject to review once in 2 years or earlier as may be necessitated after obtaining approval of Director, RIMS, Imphal
- (viii) Separate policy for Central Workshop Cell will be issued in due course.
- (ix) In the beginning of implementation of the policy, it will cover all staff who have rendered 2 years and above in a particular sensitive section in the immediate post.