



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

OFFICE MEMORANDUM  
Imphal, ...18...<sup>th</sup> January, 2017

No. B/3142/2016-RIMS: <sup>17069</sup> The Regional Institute of Medical Sciences, Imphal is going to observe Swachh Bharat Pakhwada (Fortnight) from 1<sup>st</sup> - 15<sup>th</sup> February, 2017 as per Ministry letter F.No.Z.28015/10/2016.H-II (part) dtd. 15.12.2016. A Swachhta Action Plan (SAP) is prepared by the institute to be implemented during the period from 1<sup>st</sup> - 15<sup>th</sup> February, 2017.

In view of the above, it is requested all the Departments/Sections/Units including Hospital, Dental College and College of Nursing to take action on the Swachhta Action Plan (enclosed) and send the report along with photos to the office of the Director, RIMS, Imphal or email to rims@rims.edu.in

Encl.: As above

  
(Prof. H. Nabachandra)

Director i/c,  
Regional Institute of Medical Sciences  
Imphal

Copy to:

1. P.S. to Director, RIMS, Imphal.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Professor in-charge, Casualty, RIMS Hospital, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. All Heads of Departments/Sections/Units, RIMS, Imphal.
8. The Professor in-charge, Lecturer Theatre Complex, RIMS, Imphal.
9. The C.A.O./F.A., RIMS, Imphal.
10. The Deputy Director (Admn.) i/c, RIMS, Imphal.
11. The Chief Warden, RIMS, Imphal.
12. All Hostel Wardens, RIMS, Imphal.
13. The Nursing Supdt., RIMS Hospital, Imphal.
14. The Administrative Officer, RIMS, Imphal.
15. The Accounts officer, RIMS, Imphal.
16. The Physical Instructor, RIMS, Imphal.
17. The Care Taker, Jubilee Hall, RIMS, Imphal.
18. The Librarian i/c, RIMS, Imphal.
19. The P.R.O., RIMS, Imphal.
20. The Liaison Officer, RIMS, Imphal.
21. The Photographer, RIMS, Imphal.
22. The Steward, RIMS, Imphal.
23. The Consultant Engineer (Elec./Civil), Central Workshop, RIMS, Imphal
- ✓ 24. The System Administrator, RIMS, Imphal - for uploading the above circular & enclosed documents in the RIMS website
25. Concerned file.
26. Notice Board.

**SWACHHTA ACTION PLAN (SAP)**  
**List of activities to be performed during the Swachhta Pakhwada**  
**(1<sup>st</sup> February – 15<sup>th</sup> February 2017)**

Sl.No	Date	Activities to be performed	Action
1.	1 <sup>st</sup> to 15 <sup>th</sup> Feb, 2017	Video/Photo Coverage, Press Coverage	Liaison Officer, Public Relation Officer and Photographer
2.	1 <sup>st</sup> & 14 <sup>th</sup> February, 2017	Cleaning of Hospital campus, corridor, approach road and removal of all unserviceable, obsolete and unusable items etc. for subsequent disposal.	CRED
3.	3 <sup>rd</sup> February to 5 <sup>th</sup> February, 2017	All the hospital wards including Casualty will be cleaned including almirahs, tables and chairs.	The respective sisters-in-charge will monitor and supervise. All the staff including nurses will be involved in the activities.
4.	2 <sup>nd</sup> February - 10 <sup>th</sup> February, 2017	Cleaning of Campus of Administrative Block, Jubilee Hall, Dental College, College of Nursing, Gymkhana etc.	The works will be executed by Daily Wages Workers engaged in RIMS, Imphal and supervise by Liaison Officer, RIMS, Imphal.
5.	6 <sup>th</sup> & 7 <sup>th</sup> February, 2017	Cleaning of Hospital Kitchen, Medical Store 1, Medical Store 2, and CSSD. All the Almirahs will be open and cleaned and the ownership of each and every file contained in the Almirah should be clearly taken by official/officer-in-charge.	The respective controlling officer will monitor and supervise the activities. All the staff including nurses will be involved in the activities.
6.	8 <sup>th</sup> & 9 <sup>th</sup> February, 2017	All the General OPD rooms, offices and the counters will be cleaned by the respective staff. The Almirahs will also be opened, cleaned and numbered. The files contained in the Almirah which has not been opened for more than 2 years will also be cleaned. CRED will assist in cleaning Toilet blocks of the OPD.	All the staffs posted at general OPD will be involved along with some staff of CRED.
7.	10 <sup>th</sup> to 12 <sup>th</sup> February, 2017	Social Service activities will be performed from the main gate to all the approach road towards Gents Hostels, Ladies Hostels, Mortuary via Psychiatry Department, Gymkhana.	Manipur Security Services.
8.	12 <sup>th</sup> & 13 <sup>th</sup> February, 2017	Social Service activities will be performed at PG Gents' Hostel No 1, 5A, PG Ladies' Hostel No 1, UG Ladies' Hostel No 1, 2, 3, UG Gents Hostel 1, 2, 3, 4, Internees' Hostel, Dharmasala Hostel, and College of Nursing Hostel.	The respective Hostel Wardens will monitor and supervise. All the staffs and the students of each respective hostel will participate in the activities. Over all activities will be looked after by the Chief Warden, RIMS, Imphal.

9.	11 <sup>th</sup> & 12 <sup>th</sup> February, 2017	All the Departments/Offices/Sections/Units including Dental College, College of Nursing, Computer Server Room, Jubilee Hall, Lecturer Theatre Complex, Gymkhana, Animal House, Laundry, Incinerator will carry out a detailed cleaning exercise. On the top of the almirahs, paper will be pasted which would indicate as to who is in charge of the almirah and when he/she last cleaned it. The supervisory officers' name will also be mentioned. Further the environment inside and outside the offices/departments etc must be cleaned.	The respective Principal/Head/Officers-in-charge of the Departments/Offices/Sections/Units including Dental College, College of Nursing, Jubilee Hall, Lecturer Theatre Complex, Gymkhana, Animal House, Laundry, and Incinerator will monitor and supervise the activities. All the staffs of their respective offices will participate in the activities.
10.	14 <sup>th</sup> February, 2017	Press release in respect of activities undertaken during the Pakhwada.	Public Relation Officer, RIMS, Imphal
11.	15 <sup>th</sup> February, 2017	Inspection of office premises to oversee the results of Swachhta Pakhwada.	The Director, Medical Superintendent, Deputy Director (Admn.), Chief Account Officer/FA.