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REGIONAL INSTITUTE OF MEDICAL SCIENCES
(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)
LAMPHELPAT, IMPHAL - 795004: MANIPUR

OFFICE ORDER

Imphal, the 5th Nov., 2022

No. B/2287-2017-RIMS: It is for kind information of all concerned that the Office and Hospital routine working timings are as follows:

1. The office timings are from 9:30 A.M. to 4:30 P.M. for those working in the Administrative Office & College of Nursing till Feb., 2023.
2. The Hospital routine timings are from 9:00 A.M. to 4:00 P.M. for those working in the Hospital till Feb., 2023.
3. Further, the staffs that are required to perform overtime duty for the full prescribed hours of work on Sundays (or weekly or fortnightly off-day or Second-Saturday) or on other holidays/public holidays should, as a rule, will be granted compensatory leave in lieu of paid overtime allowance for the excess time or compensatory leave will be granted within 2 weeks of its becoming due.
4. The OPD Registration timings remain the same.
5. The Medical College and Dental College timing remains the same from 8:00 A.M. to 4:00 P.M.
6. The timings for the shift duty staff will remain as per their schedule.
7. If 3 (three) holidays fall on three consecutive days, all OPD services will run on 1(one) day out of these 3 (three) days.

All concerned are directed to adhere strictly to the above timings. The order shall be enforce with immediate effect.

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

(Naorem Indrakumar Singh)
Deputy Director (Admn)
Regional Institute of Medical Sciences,
Imphal

Copy to:-

1. The P.S. to the Director in-charge, RIMS, Imphal- for kind information of Director.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. All Head of Departments, RIMS, Imphal.
5. The Chief Accounts Officer-cum Financial Advisor, RIMS, Imphal.
6. All Hostels Wardens, RIMS, Imphal.
7. The Chief Nursing Officer (i/c), RIMS, Imphal.
8. The Principal, Dental College, RIMS, Imphal.
9. The Principal, Nursing College, RIMS, Imphal.





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10. The Accounts Officer, RIMS, Imphal.
11. The E.E.(Civil), Central Workshop, RIMS, Imphal.
12. The A.E. (Elect.), Central Workshop, RIMS, Imphal.
13. All Section Officers, RIMS & RIMS Hospital, Imphal.
14. System Administrator, RIMS, Imphal.
15. All Notice Board.
16. Order Book.

Handwritten signature
5/11/20
(DDA)