

Phone

e-mail

website :

0385-2414539

0385-2414625

0385-2414629

rims@rims.edu.in 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

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.

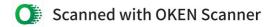
my 3/11/22 (Naorem Indrakumar Singh) Deputy Director (Admn)

Regional Institute of Medical Scienes,

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.
- The Dean (Academic), RIMS, Imphal.
- 4. All Head of Departments, RIMS, Imphal.
- 5. The Chief Accounts Officer-cum Financial Advisor, RIMS, Imphal.
- All Hostels Wardens, RIMS, Imphal.
- The Chief Nursing Officer (i/c), RIMS, Imphal.
- 8. The Principal, Dental College, RIMS, Imphal.
- The Principal, Nursing College, RIMS, Imphal.





Fax Phone 0385-2414625 0385-2414539

0385-2414629

e-mail website rims@rims.edu.in 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

- 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.

