



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल
REGIONAL INSTITUTE OF MEDICAL SCIENCES HOSPITAL, IMPHAL
(An autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

OFFICE MEMORANDUM

Imphal the 26th September, 2022

Subject: Special Campaign 2.0 for disposal of Pending Matters from 2nd October, 2022 to 31st October, 2022 in the institute/hospital.

With reference to ministry's vide letter No. 1.25015/02/2022-IWSU dated 9th September, 2022 on the subject cited above, and to state that **Special Campaign 2.0 for Swachhta in the institute/hospital and disposal of pending matters will be undertaken from 2nd to 31st October, 2022.** The campaign focuses and undertakes on overall cleanliness of campus and offices by removing redundant scrap material and obsolete items with special focus on space management, enhancing work place experience, and beautification of offices. During the Campaign, a Committee shall visit sites to identify redundant scrap material and obsolete items for disposal as per laid down rules/procedure.

It is, therefore, requested the Principals of Dental College/College of Nursing, Heads/ Officers in-charge of the respective Departments/Sections/Units to organize a Special Campaign for disposal of Pending Matters as per schedule given as Annexure A1. The activities will be photographed by a photography team which will be uploaded on the Department of Redressal & Public Grievances, Government of India web portal on the progress of the campaign. An action plan is also enclosed for ready reference.

(Prof. Nepram Sanjib Singh)

Medical Superintendent

Regional Institute of Medical Sciences
Hospital Imphal

Copy to:

1. The P.S. to Director for kind information of the Director, RIMS, Imphal
2. The Dean (Academic), RIMS, Imphal
3. Principals of Dental College/College of Nursing, RIMS, Imphal
4. All Heads of Departments/Units/Sections, RIMS, Imphal
5. The Nodal Officer, SAP 2022-23/Kaya Kalp, RIMS, Imphal
6. All Hostel Warden, RIMS, Imphal
7. Professor In-charge, MRU/VRDL, RIMS, Imphal
8. Deputy Director (Admn.), RIMS, Imphal
9. Chief Accounts Officer/Financial Advisor, RIMS, Imphal
10. Chief Nursing Officer i/c, RIMS Hospital, Imphal
11. Consultant (Hospital Administration), RIMS, Imphal
12. CMO, RIMS Hospital, Imphal
13. Physical Instructor, RIMS, Imphal
14. Consultant (Civil-I), RIMS, Imphal
15. Consultant (Civil-II), RIMS, Imphal
16. Consultant (Elect), RIMS, Imphal
17. The CareTaker Jubilee Hall, RIMS, Imphal
18. Liaison Officer i/c, RIMS, Imphal
19. Photography Section, RIMS, Imphal – for coverage of the activities
20. The Media Advisor, RIMS, Imphal – with a request for wide publication of the activities through print and electronic media and social media
21. System Administrator, RIMS, Imphal—with a request to upload the activities to RIMS website
22. President/Secretary, RIMS Quarter Welfare Committee, RIMS, Imphal
23. M/s CRED
24. M/s Manipur Security Services

SWACHHITA DRIVE IN RIMS, IMPHAL

Sl. No	Date	Location	Tasks	Team
1	02 October 2022	Ladies Hostel 3, 4 & 5	Cleaning of Hostel Campus	Participated by MSS & Students and joined by officials and Warden
		Hospital Wards	Cleaning of hospital wards	CRED
2	03 October 2022	Hospital Wards	Cleaning of hospital wards	CRED
3	04 October 2022	Ladies Hostel 3, 4 & 5	Cleaning of Hostel Campus & drains	Participated by MSS & Students and joined by officials and Warden
4	05 October 2022	Doctors Colony	Cleaning of approach road and drains	MSS, RIMS Staff & Officials
5	06 October 2022	Doctors Colony	Cleaning of approach road and drains	MSS, RIMS Staff & Officials
6	07 October 2022	Doctors Colony	Cleaning of approach road and drains	MSS, RIMS Staff & Officials
		Inspection of condemned items, site for Green House, Herbal Garden etc	To check all condemned items, and also check the construction site for Green House, Herbal garden & Vermi compost	Nod. Off. And team
7	08 October 2022	All the Ladies Hostels	Cleaning of campus and drains	MSS & students under the supervision of Warden
8	09 October 2022	All the Ladies Hostels	Cleaning of campus and drains	MSS & students under the supervision of Warden
9	10 October 2022	Internee Hostel and approach road from UG Gents Hostel upto Laundry	Cleaning of campus and drains	MSS & students under the supervision of Warden
10	11 October 2022	Mini Auditorium Complex and Hall	Cleaning of Halls and Campus	CRED and RIMS Staff to clean the halls and MSS outside campus
11	12 October 2022	Approach road starting from Laundry side upto Northern side of Radiotherapy Dept	Cleaning of roadside and drains	MSS
12	13 October 2022	Drains surroundings of A-Block	Cleaning of campus and drains	MSS
13	14 October 2022	Jubilee Hall	To observe Global Handwashing Day with training of housekeeping staff, MSS and Grade IV staff of RIMS	Nod. Off. & team

14	15 October 2022	Gymkhana	Cleaning of campus and drains	MSS & staff
15	16 October 2022	All the Departments	Cleaning of offices, campuses, drains	CRED and staff under the supervision of HODs
		All the Ladies Hostels		MSS & students under the supervision of Warden
16	18 October 2022	A-Block, Anatomy/Physiology/Biochemistry Block & Pathology/Microbiology/Pharmacology Block	Cleaning of office and its campus	Campus by MSS and others by CRED and staff
17	19 October 2022	Mini Auditorium, Forensic Medicine/Community Medicine Block	Cleaning campus and drains	Campus by MSS and others by CRED and staff
18	20 October 2022	Jubilee Hall	Cleaning of Jubilee Hall & campus	MSS - campus and Staff - Hall
19	21 October 2022	Animal House, New Guest House	Cleaning of office and its campus	
20	22 October 2022	All the Departments/Units/Section not assigned to any other days	Cleaning of office and its campus	Respective Departments/Units/Sections & CRED
21	23 October 2022	All the Gents Hostels	Cleaning of offices, campuses, drains	MSS & students under the supervision of Warden
		RIMS Staff Quarter Complex		MSS & Quarter occupants
22	24 October 2022	RIMS Staff Quarter Complex	Cleaning campus and drains	MSS & RIMS Qtr Assn
23	25 October 2022	RIMS Staff Quarter Complex	Cleaning campus and drains	MSS & RIMS Qtr Assn
24	26 October 2022	Hospital Complex	Cleaning campus and drains	MSS, CRED & RIMS Staff
25	27 October 2022	NINGOL CHAKOUBA		
26	28 October 2022	Hospital Complex	Cleaning campus and drains	MSS, CRED & RIMS Staff
27	29 October 2022	Hospital Complex	Cleaning campus and drains	MSS, CRED & RIMS Staff
28	30 October 2022	Hospital Complex, All the Gents Hostels	Cleaning campus and drains	MSS, CRED & RIMS Staff
29	31 October 2022	Jubilee Hall	CLOSING CEREMONY	RIMS, MSS & CRED