



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
 (स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
 (An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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MEMORANDUM

Imphal, the 23rd Feb, 2024

NO. 1/A/73-MC: It has been observed that leave applications relating to Casual Leave have been received regularly for sanctioning of the Competent Authority after processing the case of file, thereby consuming sufficient amount of energy and resources of the secretarial staff. Therefore, in order to streamline the process, it has been decided to rationalize the sanctioning authority for Casual Leave not more than 5 days at a time and Restricted Leave subject to availability in the Leave account as under:-

Sl. No	Category of staff	Sanctioning Authority
1	Clerical/Administrative staff below Section Officer/equivalent	Section Officer of the concerned section
2	P.A./ Stenographer	Respective Officer attached to
3	Staff under Accounts Section/Project Staff	Accounts Officer
4	Section Officer (Bill/Pension)/ Accounts Officer	CAO
5	Section Officer (General/ Purchase/ Admn)/ Administrative Officer / I.T. Cell Staff	Deputy Director
6	Section Officer (Hospital/ Hospital Bill)	Medical Superintendent
7	Section Officer (Academic)	Dean (Academic)
8	Nursing Officer/Senior Nursing Officer	Chief Nursing Officer
9	Deputy Nursing Officer/ Nursing Superintendent/ Chief Nursing Officer/ CMO, M.O.	Medical Superintendent
10	Faculty except Professor and Clerical Staff of the department	Concerned HOD
11	Medical Superintendent/ Dean/ Principals/ HOD(Medical)/Professor (Medical)/CAO/DDA	Director, RIMS
12	Engineering Staff except Consultant	Concerned Assistant Engineer
13	All Consultants	DDA/CAO (under whom they work)
14	Paramedical Staff	Unit/Cell in-charge
15	A.O./S.O./ Faculties & HOD (College of Nursing)	Principal (College of Nursing)
16	Staff/Faculty/HOD (Dental College)	Principal (Dental College)
17	Sample Collection Staff	S.O. Hospital

1. All casual leaves with station leaving permission shall continue to be sanctioned by the Director.
2. Leave for Residents (1 year Senior Residencyship) within the limit of 30 days per year will be sanctioned by the concerned HOD and the copy will be endorsed to the Dean (Academic).
3. A format copy for maintenance of Casual Leave & Restricted Holiday is enclosed.
4. This issues with the approval of the Director, RIMS, Imphal.


 (S. Sarat Singh)
 Deputy Director(Admn.)

Copy to:-

1. P.S. to Director, RIMS, Imphal
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean(Academic), RIMS, Imphal.
4. The Principal, Dental College/College of Nursing, RIMS, Imphal.
5. All HoDs, RIMS, Imphal.
6. The CAO/FA, Imphal.
7. Chief Nursing Officer, RIMS Hospital.
8. AO/ACO/SOs, RIMS, Imphal.
9. Consultants, Engineering Cell, RIMS, Imphal.
10. System Administrators, RIMS, Imphal – for uploading in website.
11. Guard file.

Annexure

Casual Leave and restricted holidays account for the year.....

Department Section/Branch:

Sl.	Name	Casual leave taken on	RH taken on	Remark