

क्षेत्रीय आयुर्विज्ञान संस्थान, इंफाल: मणिपुर REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR e-mail: 0385-2414750 rims@rims.edu.in

(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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CIRCULAR
Imphal, the 11th February, 2025

This is to inform all staff of the Engineering Department, No.1(A)/MISC/2023-RIMS: RIMS, Imphal, including both Civil and Electrical divisions, that Casual Leave (CL) applications should be submitted to the Deputy Director (Admn.), RIMS, Imphal, through the respective Executive Engineer.

- To ensure smooth workflow and proper administrative planning, all staff are advised to 2. submit their Casual Leave (CL) applications at least one day in advance.
- 3. This issues with the approval of the Director, RIMS Imphal.

Deputy Director (Admn.)

Copy to:-

- 1. The P.S. to Director, RIMS, Imphal for kind information of Director, RIMS, Imphal
- 2. The Medical Superintendent, RIMSH, Imphal
- 3. P.A. to Deputy Director (Admn.), RIMS, Imphal
- 4. The CAO/FA, RIMS, Imphal
- 5. The Executive Engineer Civil/ Electrical, RIMS, Imphal
- 6. The System Administrator, RIMS Imphal to upload the circular to the RIMS website
- 7. Concerned file