



**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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**CIRCULAR**

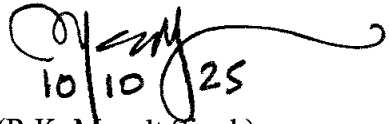
Imphal, the 10<sup>th</sup> October, 2025

**No. B/3587/MISC./2021-RIMS:** It is hereby informed that the 54<sup>th</sup> Executive Council (EC) Meeting of RIMS, Imphal, is scheduled to be held on **Wednesday, the 15<sup>th</sup> October, 2025**, in hybrid mode and the Secretary, MoH&FW, along with the Senior Officers of the Ministry, are expected to physically attend the said meeting. In view of the necessary preparations and arrangements for the meeting, all Employees / Staffs of the RIMS, Imphal, are directed to be present in office from **Monday, the 13<sup>th</sup> October, 2025, to Friday, the 17<sup>th</sup> October, 2025, without fail.**

2. During this period, office hours will be strictly **observed from 9:30 a.m. to 6:00 p.m.** All concerned are hereby directed to ensure punctuality and remain available in their respective Sections for any duty assigned related to the EC Meeting.

3. **No leave shall be granted during the aforementioned period, except under unavoidable circumstances, and only with prior approval of the Competent Authority.**

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

  
10/10/25  
(R.K. Mecolt Singh)  
Deputy Director (Admn.)

Copy to:-

1. The P.S. to the Director, RIMS, Imphal. – for kind information to the Director.
2. The P.A. to the Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic) i/c, RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Sections/Units, RIMS, Imphal.
7. The P.A. to the Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. The Chief Nursing Officer, RIMS Hospital, Imphal.
10. The Accounts officer, RIMS, Imphal.
11. The Librarian i/c, RIMS, Imphal.
12. The Steward i/c, RIMS, Imphal.
13. The System Administrator, RIMS, Imphal – for uploading in the RIMS website.
14. Concerned file.

They are requested to bring the above notice to the knowledge of the staff working under their control.