



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

No.STC/26/2026-STC: In pursuance of the initiatives under the **Kayakalp Hospital Assessment Scheme** and with a view to ensuring proper implementation of the **File Management System**, an awareness programme on the subject "**File Review, Weeding and Disposal**" will be conducted on the **7th August, 2026 (Friday) at 3:00 PM**, at **Sushruta Hall, RIMS, Imphal**.

2. The awareness programme will be delivered by the Dr. Y. Govindaraj, Nodal Officer, Kayakalp, RIMS, Imphal. The duration of the programme will be approximately one hour.

3. Accordingly, all Heads of Departments/Units are requested to attend the programme along with one subordinate clerical staff member from their respective Departments/Units. The programme is mandatory and attendance will be compulsory.

4. In the event that the Head of Department/Unit is unable to attend, a faculty member may be nominated to participate on behalf of the Department/Unit along with the clerical staff.

5. This issues with the approval of the Competent Authority.

Sd/-
 (R.K. Mecolt Singh)
 Deputy Director (Admn.)

Copy to:-

- 1) The P.S. to Director. - for kind information of the Director, RIMS.
- 2) The Medical Supdt., RIMS Hospital, Imphal.
- 3) The Dean (Academics), RIMS, Imphal.
- 4) The Principals, Dental College / College of Nursing, RIMS, Imphal.
- 5) All Heads of concerned Departments/Sections/Units, RIMS, Imphal.
- 6) The Nodal Officer, SAP/Kaya Kalp, RIMS, Imphal.
- 7) The C.A.O./F.A., RIMS, Imphal.
- 8) The System Administrator, RIMS, Imphal - with a request to upload the order on the Institute's website.
- 9) Notice Board.

(R.K. Mecolt Singh)
 Deputy Director (Admn.)