



CIRCULAR
Imphal, the 5th Dec., 2025

No. B/3587/MISC./2021-RIMS: In order to streamline/ensure timely approval of leaves, the Director, RIMS, Imphal, under the provision of Rule 12(vi)(d) of Rules & Regulation of RIMS, Imphal has delegated the power to sanction leaves of Group B & C regular employees of this Institute as follows :-

Sl. no.	Group B & C - College Salaried Employees	Reporting Officer (Controlling Officer)	Reviewing Officer (Approving Authority)
1	Dental College	Concerned HOD of Dental College	Principal
2	College of Nursing	Vice Principal	Principal
3	PS/PA, Director Office	Director	Director
4	Academic Sec. Gr – B & C	Section Officer	Dean
5	Library & Info. Officer	DDA	DDA
6	A.E, Engg. Dept. (Civil/Electrical)	DDA	DDA
7	Remaining Group – B & C	Head of Dept./Section or Warden	DDA

- Accordingly, in partial modification of this Institute Circular of even number dated 3rd Nov., 2025 all kinds of Leave of Group B & C - College salaried regular employees are directed to **Update/Change** their concerned **Reporting & Reviewing Officers** in the e-HRMS portal.
- The above arrangement shall be place before the next BOG for ratification as per the above mentioned provision of R & R.
- This issues with approval of the Director, RIMS, Imphal.

Copy to :-

- The P.S. to the Director, RIMS, Imphal. – for kind information to the Director.
- The Medical Supdt., RIMS Hospital, Imphal.
- The Dean (Academic) i/c, RIMS, Imphal.
- The Principal, Dental College, RIMS, Imphal.
- The Principal, College of Nursing, RIMS, Imphal.
- All Heads of Departments/Sections, RIMS, Imphal.
- The P.A. to the Deputy Director (Admn.), RIMS, Imphal.
- The C.A.O./F.A., RIMS, Imphal.
- All Hostel Wardens, RIMS, Imphal.
- The Chief Nursing Officer, RIMS Hospital, Imphal.
- The A.E, (Civil/Electrical), RIMS, Imphal.
- The Librarian i/c, RIMS, Imphal.
- The Steward i/c, RIMS, Imphal.
- Concerned D.A. of Estt. Section, RIMS, Imphal. (BOG matter w.r.t. para 3)
- The System Administrator, RIMS, Imphal – for uploading on the RIMS website.
- Concerned file.

They are requested to bring the above notice to the knowledge of the Gr. B&C college salaried staff working under their control.

05/12/25
(R.K. Mecok Singh)
Deputy Director (Admn.).