



क्षेत्रीय आयुर्वेदान 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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C I R C U L A R

Imphal, the 1st October 2025, 2025

Subject: **Special Campaign 5.0** to be held from 2nd October to 31st October 2025

No.:43/SAP/2017-18/RIMSH-16: In pursuance of the Ministry's O.M. No. F.No.I.25015/01/2025-IWSU dated 4th August 2025 and the Department of Administrative Reforms & Public Grievances (DARPG), Government of India, O.M. No. Q-15011/1/2025-O&M-DARPG dated 1st August 2025, the Institute/Hospital will be organizing **Special Campaign 5.0** from 2nd October to 31st October 2025.

2. The campaign aims to institutionalize Swachhata and minimize pendency in Government offices, with a special focus on the disposal of e-waste generated in offices.

3. The campaign will also emphasize strict adherence to record management systems, office cleanliness, and effective space management.

4. The list of activities to be undertaken during the campaign 5.0 is also enclosed for kind reference.

5. All concerned are requested to actively participate in Special Campaign 5.0 and extend their full cooperation to ensure its successful implementation.

Sd/-

(Prof. N. Sanjib Singh)
Medical Superintendent

Memo **No.:43/SAP/2017-18/RIMSH-16:**

Imphal, the 1st October 2025

Copy to

1. The P.S. to the Director, RIMS, Imphal for kind information of the Director.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. Dean (Academic), RIMS, Imphal.
4. Principal, Dental College/College of Nursing, RIMS, Imphal.
5. Head of Departments/Units/Section, RIMS, Imphal.
6. Nodal Officer, Kaya Kalp/SAP, RIMS, Imphal.
7. Professor in-charge, Animal House, RIMS, Imphal.
8. All Hostel Wardens, RIMS, Imphal.
9. Deputy Director (Admn.), RIMS, Imphal.
10. Chief Accounts Officer/FA, RIMS, Imphal.
11. Chief Nursing Officer, RIMS Hospital, Imphal.
12. Executive Engineer (Civil/Elect.), RIMS, Imphal.
13. Assistant Engineer (Civil/Elect.), RIMS, Imphal.
14. Physical Instructor, RIMS, Imphal.

Ch
11/10/25

15. Liaison Officer/Media Advisor/Photography Section, RIMS, Imphal.
16. System Administrator, RIMS, Imphal - with a request to upload to the RIMS website.
17. All SO (Civil/Elect.), RIMS, Imphal.
18. In-charge, Diet Kitchen/CSSD/Laundry, RIMS, Imphal.
19. Caretaker, Jubilee Hal, RIMS, Imphal.
20. SO (Academic/Gen Section/Purchase/Accounts/Pension/Bills), RIMS & RIMS Hospital, Imphal.
21. Steward, RIMS Hospital, Imphal.
22. The President/Vice President, CRED/MSS, Imphal.
23. President/Secretary, RDA/RIMSSU, RIMS, Imphal.
24. File concerned.



(Prof. N. Sanjib Singh)
Medical Superintendent

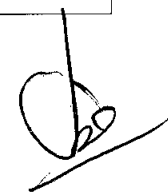
**Schedule of the Special Campaign 5.0 for institutionalizing Swachhta and minimizing pendency in Government offices from
October 2, 2025 to October 31, 2025
Timing: 6:30 am To 11:00 am**

Sl. No.	Date	Departments/Units/Sections	Targets	Team
1.	October 02, 2025	Director, Medical Superintendent, Faculty members, officials and staff	Launching of Special Campaign 5.0 and celebrations of Swachh Bharat Diwas	RIMS, CRED & MSS
		RIMS and CRED	Cleaning of roadside starting from Main Gate upto Gymkhana	RIMS, CRED
		RIMS and MSS	Cleaning of roadside starting from the Gate No. 2 upto BSNL Office	RIMS, MSS
2.	October 03, 2025	New Guest House and	Cleaning of New Guest House Campus	MSS
		RIMS and CRED	Cleaning of roadside starting from Psychiatry deptt. upto Mortuary Campus	CRED
3.	October 04, 2025	All concerned in charge and staff and CRED	Cleaning of surrounding of Creche Centre and New Psychiatric ward	CRED
		Physical Education Section and Caretaker and MSS	Cleaning of Surrounding of Gymkhana Campus	MSS
4.	October 05, 2025	All concerned Departments and Sections	Cleaning of premises of the Urology Department, the General OPD, the Radiodiagnosis, MRD, Medicine department and the Surgery Department and disposal of waste, scrap and redundant items	All the HODs, Faculty members, staffs, students and CRED
		Ladies Hostel	Cleaning of Kombirei, Samjirei and Siroy ladies Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs and MSS
		A Block, RIMS	Weeding of old files	Nodal Officer, DDA, All SOs

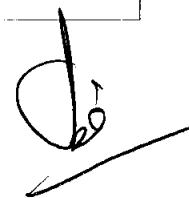
5.	October 06, 2025	All concerned in charge and staff and CRED	Cleaning of premises of all the Male & Female Surgery Wards, Burn Ward, SICU, Department of Dermatology/Respiratory Medicine/Plastic Surgery/Urology and disposal of waste, scrap and redundant items.	All the HODs, Faculty members, staffs, students and CRED
		Gents Hostel	Cleaning of Marjing, Thangjing, Koubru and Baruni Gents Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
	October 07, 2025	All concerned in charge and staff and CRED	Cleaning of Urology/Chest/Male & Female Ortho Wards, Ortho Department and MSK I	All the HODs, Faculty members, staffs, students and CRED
		Gents Hostel	Cleaning of New P.G. Gents Hostel No. 3, Teineipui Gents Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
6.	October 08, 2025	All concerned in charge and staff and CRED	Cleaning of Derma/Nephro/Male & Female Medicine wards, MITU, MICU, Septic Gynae Ward, Post Natal Wards.	All the HODs, Faculty members, staffs, students and CRED
		Gents Hostel	Cleaning of Heibok House, Lokpa House, P.G. Gents Hostel No. 4 and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
7.	October 09, 2025	All concerned in charge and staff and CRED	Cleaning of CSSD, MSK II, Paediatric Wards & Emergency and disposal of waste, scrap and redundant items	RIMS & CRED
		All concerned in charge and staff and MSS	Cleaning of New laundry premises and roadside starting from Gynae OPD to Khurana Hall	RIMS & MSS
8.	October 10, 2025			



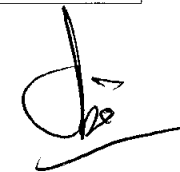
9.	October 11, 2025	All concerned Departments and in-charge Wards	Cleaning of premises of Gynae OPD, PP, PAC/PAIN Clinic, Antenatal Ward, Diet Kitchen and disposal of waste, scrap and redundant items.	All the HODs, Faculty members, staffs, students, CRED and MSS
		New Nursing Hostel	Cleaning of Premises of Nursing Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
10.	October 12, 2025	All concerned Departments and in-charge Wards	Cleaning of premises of the Medical Superintendent office, Nursing Office, Emergency lab., Main OT, Eye Department/Ward/OT, and also disposal of waste, scrap and redundant items	All the HODs, Faculty members, staffs, CRED
		Ladies Hostel	Cleaning of surrounding of Kusumlei & Thabal lei ladies Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
12.	October 13, 2025	All concerned Departments	Cleaning of premises of Dental College & Nursing College and disposal of waste, scrap and redundant items.	All the Principal, HODs, Faculty members, staffs, students and CRED
			Cleaning of surrounding of Dental College & Nursing College and disposal of waste, scrap and redundant items.	All the Principal, HODs, Faculty members, staffs, students and MSS
13.	October 14, 2025	All concerned Departments	Cleaning of surrounding and premises of Kundo lei and New ladies Hostel No. 3 and disposal of waste, scrap and redundant items.	Wardens, staffs, students and CRED
			Cleaning of roadside starting from RT Deapartment to Mini Auditorium hall and premises of Khurana Hall and disposal of waste, scrap and redundant items.	RIMS and MSS
14.	October 15, 2025	All concerned Departments	Cleaning of surrounding and premises of PMR, Sport Medicine & RT Department/Ward and disposal of waste, scrap and redundant items.	All the HODs, Faculty members, staffs, CRED



		Physical Education Section and Caretaker and MSS	Cleaning of surrounding and premises of Jubilee Hall & Engineering Cell and disposal of waste, scrap and redundant items.	Physical Education Section and Caretaker and MSS
15.	October 16, 2025	All concerned Departments and in-charge Wards	Cleaning of premises Casualty Block, Neuro ICU, Transfusion Medicine and disposal of waste, scrap and redundant items.	All the HODs, Faculty members, staffs, CRED
			Cleaning of roadside starting from northern Gymkhana towards the approach road of New Dental College and disposal of waste, scrap and redundant items.	RIMS and MSS
16.	October 17, 2025	RIMS, CRED and MSS	Cleaning of road sides and drains surrounding of Doctor's Colony and SIB gate toward the approach road of northern side of Director Quarters and disposal of waste, scrap and redundant items.	RIMS, CRED and MSS
17.	October 18, 2025	RIMS, CRED and MSS	Cleaning of road sides and drains surrounding of Doctor's Colony and SIB gate toward the approach road of northern side of Director Quarters and disposal of waste, scrap and redundant items.	RIMS, CRED and MSS
18.	October 19, 2025	All concerned Departments and Sections, CRED and MSS	Cleaning of surrounding and premises of the A-Block, Main Garden, VRDL, MRU, Pathology, Pharmacology, Microbiology old & New, Library, Physiology, Biochemistry, Anatomy, Server Room, Academic, Dissection Hall, Examination hall and disposal of waste, scrap and redundant items.	All concerned Departments and Sections, CRED and MSS
19.	October 20, 2025	RIMS, CRED and MSS	Cleaning of road sides and drains surrounding of Doctor's Colony and SIB gate toward the approach road of northern	RIMS, CRED and MSS



			side of Director Quarters and disposal of waste, scrap and redundant items.	
20.	October 21, 2025			
21.	October 22, 2025	RIMS, CRED and MSS	Cleaning of drains and road sides from eastern side of Gymkhana to security Barrack near Polo gate and disposal of waste, scrap and redundant items.	RIMS, CRED and MSS
22.	October 23, 2025			
23.	October 24, 2025	Wardens, staffs, students, CRED and MSS	Cleaning of surrounding and premises of Boys & Girls OBC Hostel and disposal of waste, scrap and redundant items.	Wardens, staffs, students, CRED and MSS
24.	October 25, 2025	RIMS, CRED and MSS	Cleaning of road side starting from North-Western corner of Gymkahana and to clean both sides of the road toward RIMS quarter Complex and disposal of waste, scrap and redundant items.	RIMS, CRED and MSS
25.	October 26, 2025	All concerned Departments and Sections, CRED and MSS	Cleaning surrounding and premises of old Psychiatric Block, Animal House, Forensic and Community Medicine departments and disposal of waste, scrap and redundant items.	All the HODs, Faculty members, staffs, students, CRED and MSS
26.	October 27, 2025	RIMS, CRED and MSS	Cleaning of road side starting from North-Western corner of Condemned godown and to clean both sides of the road toward RIMS quarter type III & IV and disposal of waste, scrap and redundant items	RIMS, CRED and MSS
27.	October 28, 2025	RIMS, CRED and MSS	Cleaning of Mini football Ground, Two water bodies near RIMS Quarter II & III.	RIMS, CRED and MSS
		Photography Contest	New OPD Block	Nodal Officer, Liaison Officer, Media Cell, Photography Section



28.	October 29, 2025	RIMS, CRED and MSS	Cleaning of surrounding and premises of Incinerator.	RIMS, CRED and MSS
		Photography Contest	New OPD Block	Nodal Officer, Liaison Officer, Media Cell, Photography Section
29.	October 30, 2025	Photography Contest	New OPD Block	Nodal Officer, Liaison Officer, Media Cell, Photography Section
30.	October 31, 2025		Closing function of the Month long special campaign 5.0 and distribution of prizes/awards.	

