



OFFICE MEMORANDUM

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**Subject: Consolidated instructions regarding prohibition of private practice, observance of office discipline and adherence to Biometric Attendance System (BAS) - reg.**

**No. GEN/MISC/21/2025-ESTSec:** 19569 Attention of all Faculty members, Residents and staff of the Institute is invited to this Institute's Office Memorandum No. B/3013/2024-RIMS dated 02.07.2024 and Office Memorandum No. B/3602/2024-RIMS dated 21.09.2024 regarding prohibition of private practice by the employees of the Institute.

2. It has come to the notice of the Institute that despite issuance of the aforesaid instructions, certain doctors/employees including Residents doctors are allegedly continuing to engage in private practice/private professional engagement in contravention of the extant rules and instructions of the Institute. Such acts are inconsistent with the obligations attached to full-time Government service and may amount to violation of Rule 3 of the Central Civil Services (Conduct) Rules, 1964 relating to devotion to duty and conduct unbecoming of a Government servant.

3. It has also been observed that some faculty members/staff, after marking attendance through the Biometric Attendance System (BAS), remain unavailable at their assigned place of duty/work station during office hours without prior permission or authorization of the competent authority. Instances of habitual late attendance, early departure from office and unauthorized absence from duty have also been noticed. Such acts adversely affect patient care services, academic activities, institutional functioning and overall office discipline.

4. In order to ensure proper functioning of the Institute and maintenance of discipline, the following guidelines shall be strictly adhered to by all faculty members, Residents and staff of the Institute:-

- i. No employee including Resident doctors shall engage in any form of private practice, private consultation, private professional engagement or any other activity prohibited under the extant rules/orders of the Institute and Government of India instructions.
- ii. All employees shall mark attendance regularly through the prescribed Biometric Attendance System (BAS) and comply with the notified office timings and duty schedules.
- iii. Employees shall remain available for discharge of official duties during office hours and shall not leave their assigned place of duty/work station without prior permission or authorization of the competent authority, except when required for official duties, emergency patient care, academic assignments, ward rounds, operation theatre duties, institutional meetings or any other duty assigned by the competent authority.

- iv. Habitual late attendance, early leaving of office, unauthorized absence from duty and non-availability during office hours without proper authorization shall be viewed seriously.
  - v. Heads of Departments/Units/Sections shall ensure proper monitoring of attendance, availability and discharge of duties of all employees including Resident doctors working under their administrative control.
5. Any violation of the above instructions shall be treated seriously and may invite disciplinary action under the applicable rules, including the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965.
6. This issues with the approval of the Director, RIMS, Imphal.

Signed by  
Mecolt Rajkumar Singh  
Date: 21-05-2026 16:28:23  
(R.K. Mecolt Singh)  
Deputy Director (Admin.)

Copy to: -

1. P.S. to the Director, RIMS, Imphal.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. Dean (Academics), RIMS, Imphal.
4. Principal, Dental College, RIMS, Imphal.
5. All HODs/Units/Sections of RIMS, Imphal - They are directed to inform the staffs under their supervision.
6. System Administrator - with a request to upload the O.M. on RIMS website.
7. Notice Boards, RIMS, Imphal
8. Concerned file.