

क्षेत्रीय आयुर्विज्ञान संस्थान, इंफाल: 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 18th June, 2024

No.1(A)E-Office/2024-RIMS: | \$\forall 5 \] A one day training programme on e-Office for the Principal, Dental College/College of Nursing, all Head of Departments and their concerned Dealing Assistants/PSs/PAs will be held on Friday, the 21st June, 2024, at 03:00 pm, at the Sushruta Hall, RIMS, Imphal.

- 2. Accordingly, Officers/ Staff mentioned above are requested to kindly make it convenient to participate in the said training programme in time.
- 3. This issues with the approval of the Director, RIMS, Imphal.

(R.K. Mecolt Singh)

Deputy Director (Admn.),

Regional Institute of Medical Sciences,

Imphal.

Copy to:

- 1. P.S. to Director, RIMS, Imphal. for kind information.
- 2. The Medical Superintendent, RIMS Hospital, Imphal.
- 3. The Dean (Academic), RIMS, Imphal.
- 4. The Principal, Dental/College of Nursing, RIMS, Imphal.
- 5. All Head of Departments/Units, RIMS, Imphal.
- 6. The CAO/FA, RIMS, Imphal.
- 7. The Caretaker, Jubilee Hall, RIMS, Imphal.
- 8. All persons concerned.
- 9. The System Administrator, RIMS, Imphal for uploading in RIMS website.
- 10. Notice Boards.
- 11. Order Book.