



**C I R C U L A R**

Imphal, the 2<sup>nd</sup> Feb, 2024

No. A/CIR/2024-RIMS: 16413 In the last 35<sup>th</sup> SFC meeting, the Institute placed proposals for creation of various posts and the SFC recommended that the Institute analyse the existing organization structure, staffing pattern and manpower requirement in a consolidated manner and the proposal may be sent to the Ministry for approval of the competent authority.

2. In view of the advice of the SFC, the Institute in the process of preparation of such a consolidated proposal for creation of various post of the Institute.
3. In this regard, the inputs/suggestion are invited from all HoDs/ controlling officers/ staff associations on organization structure, staffing pattern and manpower requirement with proper justification as per the norms of regulatory authorities such as NMC, DCI, INC or any other pattern in other central autonomous medical institutes latest by 09/02/2024.
4. This issues with the approval of the Competent Authority.

(Sairem Sarat Singh)  
Deputy Director (Admn) i/c,  
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 HODs, RIMS, Imphal.
6. The CAO/FA, RIMS, Imphal.
7. All Hostel Wardens, RIMS, Imphal.
8. The Chief Nsg. Officer i/c, RIMSH, Imphal.
9. The Librarian i/c, RIMS, Imphal.
10. The Accounts Officer i/c, RIMS, Imphal.
11. The Consultant Engineer (Civil/Electrical.), RIMS, Imphal.
12. All S.O.s, RIMS & RIMS Hospital, Imphal.
13. The President/Secretary, TAMAO, RIMS, Imphal.
14. The President/Secretary, NTEWA, RIMS, Imphal.
15. The President/Secretary, RNAL, RIMS, Imphal.
16. The Caretaker, Jubilee Hall, RIMS, Imphal.
17. The Photographer, RIMS, Imphal.
18. The System Administrator, RIMS, Imphal. – For uploading in RIMS website.
19. The PRO, Dental College, RIMS, Imphal.
20. Order Book.