



क्षेत्रीय आयुर्विज्ञान 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)

Phone : 0385- 2414720
0385-2414750
e-mail : rims@rims.edu.i
website : www.rims.edu.in

C I R C U L A R

Imphal, the 23rd June, 2025

Subject: Submission of Staff Details of Non-Teaching/ Supporting Staff.

No. A/CIR/2024-RIMS: 18951 All Head of Departments (HoDs)/ Unit Heads/ Section Heads/ Controlling Officers of RIMS, Imphal are requested to submit the details of the staff (Regular/ Contractual/ Daily wages (skilled/ unskilled)/ Outsource) currently posted in their respective Department/ Unit/ Section/ Wing/ Ward etc. in the **Proforma** enclosed herewith.

2. The details may be submitted to the undersigned, within one week from the issuance of this Circular, as it is required urgently to optimize the manpower deployment in the Institute, i.e., positively by 30.06.2025.

3. This issues with the approval of the Director, RIMS, Imphal.

Encl.:- As above.


23/06/25

(R. K. Mecolt Singh)
Deputy Director (Admn.)

Copy to:-

1. P.S to the Director, RIMS, Imphal - for kind information of the Director.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal
4. All Head of Departments (HoDs), RIMS, Imphal
5. The Principal Dental College, RIMS, Imphal
6. The Principal, College of Nursing, RIMS, Imphal
7. The Chief-Accounts-Officer cum FA, RIMS, Imphal
8. P.A to the Deputy Director (Admn.), RIMS, Imphal
9. The Chief Nursing Officer i/c, RIMS, Imphal
10. All Hostel Wardens, RIMS, Imphal
11. The Caretaker, Jubilee Hall, RIMS, Imphal
12. The Librarian i/c, RIMS, Imphal
13. The Accounts Officer i/c, RIMS, Imphal
14. All Section Officers, RIMS & RIMSH, Imphal
15. The Liaison Office i/c, RIMS, Imphal
16. System Administrator, RIMS, Imphal – for uploading to the official RIMS website and to intimate all concerned staff of the IT Cell, RIMS, Imphal.
17. The Consultant Engineer/ AE (Civil & Electrical), RIMS, Imphal
18. The Media Adviser, RIMS, Imphal
19. Concerned file.



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PROFORMA

NAME OF THE DEPARTMENT/ UNIT/ SECTION/ WING/ WARD:

A. REGULAR STAFF

Sl. No	Name of employee	Designation	Date of Apptt.	Date of joining the current place of posting

B. CONTRACT STAFF

Sl. No	Name of employee	Designation	Date of Apptt.	Date of joining the current place of posting

C. DAILY WAGES (SKILLED/ UNSKILLED)

Sl. No	Name of employee	Designation	Skilled/ Unskilled	Date of Apptt.	Date of joining the current place of posting

D. OUTSOURCE STAFF

Sl. No	Name of employee	Designation	Date of Apptt.	Date of joining the current place of posting

Signature of the Controlling Officer