



## 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.in  
website : www.rims.edu.in

Imphal, the ....., 2026

### OFFICE MEMORANDUM

HGEN/HGOC/1/2026-O/o MS

**Subject: Clarification regarding duties of Multi-Tasking Staff (MTS) posted in wards of RIMS Hospital, Imphal – reg.**

It has been brought to the notice of the RIMS Hospital Administration that certain Multi-Tasking Staff (MTS) posted in various wards of RIMS Hospital, Imphal had submitted representations expressing reluctance to perform ward-related duties and requesting posting to non-clinical sections.

2. The matter has been examined in light of the guidelines issued vide DoPT O.M. No. AB-14017/6/2009-Estt.(RR) dated 30.04.2010 regarding the duties of Multi-Tasking Staff, the Hospital Manual issued by the Ministry of Health & Family Welfare, Government of India, and the relevant Nursing Services Manuals.

3. It is hereby clarified that MTS posted in the wards of RIMS Hospital shall not be assigned or required to perform any clinical or nursing procedures that necessitate professional training, clinical judgment, or entail nursing accountability. This includes, inter alia, administration of injections, catheterization, enemas, invasive procedures, or any independent patient care activities exclusively reserved for nursing personnel.

4. However, MTS posted in wards are required to perform non-technical, non-clinical, supportive, and ancillary duties essential for the smooth functioning of ward services. Such duties shall include, but are not limited to, the following:

- i. Patient transport using wheelchairs/ stretchers/ trolleys.
- ii. Assistance in ward logistics.
- iii. Transport of indoor patient's samples duly labeled by the Nurse, records, linen, equipment, and consumables items.
- iv. Cleaning, upkeep, and maintenance support of ward areas.
- v. Watch & ward duties and night support.
- vi. Assisting nursing staff without performing nursing procedures.
- vii. Any other non-clinical duty of similar nature as assigned by the supervisory authority

5. Further, unskilled tasks relating to the personal hygiene needs of non-ambulatory patients such as bed shifting, bed making, sponge bath, mouth care, back care, hair care, shaving and assistance with elimination needs (including handling of urinals) may be delegated to MTS strictly under the supervision and direction of the Nursing Officer/Senior Nursing Officer concerned.

6. All Ward In-charges shall prepare and maintain proper duty rosters for MTS personnel under their control, clearly specifying the nature of duties assigned. Any instance of refusal to perform assigned duties shall be reported to the undersigned through proper channel for necessary action.

7. Non-compliance with the instructions contained in this Office Memorandum shall be viewed seriously and shall attract appropriate action under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and other applicable conduct rules.

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

(Prof. N. Sanjib Singh)  
Medical Superintendent  
RIMS Hospital, Imphal



## 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)

### OFFICE MEMORANDUM

HGEN/HGOC/1/2026-O/o MS

To,

1. The CNO i/c, RIMSH, Imphal – *for circulation to all the ward In-charges.*
2. The Steward, RIMSH, Imphal-*to intimate/circulate this OM to the MTS working in RIMSH*

#### **Copy for information to:-**

1. PS to Director, RIMS, Imphal.
2. The Deputy Director (Admn.), RIMS, Imphal.
3. CAO cum Financial Advisor, RIMS Imphal
4. Section Officer Hospital
5. The System Administrator, RIMS, Imphal- *with a request to upload this O.M. on the official website of the Institute.*

(Prof. N. Sanjib Singh)  
Medical Superintendent  
RIMS Hospital, Imphal