



**CIRCULAR**

Imphal, the 24<sup>th</sup> April, 2025

**Subject: Mandatory Profile Update on e-HRMS Portal**

**No. B/3587/MISC./2021-RIMS:** In continuation of this Institute's Circular of even number dated 4<sup>th</sup> Jan., 2025, it is hereby reminded to all regular employees of the Regional Institute of Medical Sciences, Imphal that, as per instructions issued by the Govt. of India, in this regard, it has now become mandatory that provision for various service matter such as Deputation, Training, Vigilance, APAR/IPR/Leave, Tour, LTC, GPF Advances/Withdrawal and Allowances/Reimbursements etc. are to be processed through the e-HRMS 2.0 portal. Hence, it is urgently required that all regular employees of RIMS, Imphal, are onboarded on this platform. Non-boarding of any employee would have serious implications and they won't be able to access any of the above-mentioned services.

2. Accordingly, all regular employees are once again directed to log in to the e-HRMS portal and update their personal and service-related information, on or before 30<sup>th</sup> April, 2025. Non-compliance with this directive may lead to discrepancies in service records; which could adversely impact their leave management/approval, salary processing, promotions, transfers, tour & reimbursement applications, pension-related matters etc. and will be viewed seriously by the Institute.
3. Further, all applications for leave, LTC, CEA etc. will be done through e-HRMS 2.0 portal and physical applications will not be accepted after the aforementioned deadline.
4. All Heads of Departments/Sections/Units are requested to ensure that the contents of this circular are disseminated to all employees under their control and a report of completion of user-profile update (Pro forma enclosed) may be submitted to the S.O., General Section, A-Block latest by 30-04-2025.
5. Instruction for User-Profile update is enclosed for information.
6. This issues with the approval of the Director, RIMS, Imphal.


Sd/-  
(R.K. Mecolt Singh)  
Deputy Director (Admn.)

**Memo: No. B/3587/MISC./2021-RIMS**

Imphal, the 24<sup>th</sup> April, 2025

Copy to:-

1. The P.S. to Director. - for kind information.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental College & College of Nursing, RIMS, Imphal.
5. All Heads of Departments/Sections/Units, RIMS, Imphal.
6. The P.A. to Deputy Director (Admn.), RIMS, Imphal.
7. The C.A.O./F.A., RIMS, Imphal.
8. All Hostel Wardens, RIMS, Imphal.
9. The Chief Nursing Officer i/c, RIMS, Imphal.
10. The Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
11. All Section Officers, RIMS & RIMS Hospital, Imphal.
12. The System Administrator, RIMS, Imphal.- for uploading the above circular and to send by email to all concerned.
13. All Notice Boards.
14. Concerned file.

  
24/04/25  
(R.K. Mecolt Singh)  
Deputy Director (Admn.)



**Instructions for Profile Update:**

- i. Visit the e-HRMS portal at: <https://e-hrms.gov.in/login>
- ii. Use your Login ID and registered password to log in. In case of login issues, contact the IT Cell of RIMS, Imphal.
- iii. In case of any other difficulties please contact General Section, A-Block.
- iv. Navigate to “My Profile” → “Edit Details.”
- v. Ensure that the following details are up to date:
  - o Personal Information (Name, DOB, Contact, Address)
  - o Educational Qualifications
  - o Service History
  - o Skills and Training Attended
  - o Family Dependent Details
- vi. After updating, click on “Submit” and ensure that your data is verified by the respective controlling officer.
- vii. The percentage of Profile updation is required to be 100% complete, in order to enable the user to operate e-HRMS 2.0.

**User Profile Update Completion Report**

Sl. no.	Name of Employee	E-Mail ID (gov/nic)	Status

Principal/Head of Dept./Unit/Section  
Signature & Stamp