



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)

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M E M O R A N D U M

No. GEN/MISC/62/2025-Gen Sec :

Attention is invited to the Office's

Order No.1/A/73-MC/7421 dated the 14th May, 2024, notifying the guidelines to be followed by all employees, while applying for their leaves (Copy enclosed). It has been observed that the leave applications being received do not comply with the provisions of the CSS(Leave) Rules, 1972. Therefore, in order to streamline the process and ensure compliance to these Rules, the following guidelines are hereby issued for strict compliance in addition to those already notified earlier: -

- i) All employees of RIMS, Imphal, are required to take prior approval from the Competent Authority before proceeding on any type of leave, unless there is sufficient reason for not taking prior approval. Even in such cases, the concerned Controlling Officer must be informed by the employee of the grounds for leave and the inability to take prior approval.
 - ii) In case of leave for going outstation, prior approval of the Competent Authority is mandatory and the place of station must be mentioned in the prescribed Application form.
 - iii) All leave other than Casual leave must be addressed to the Director, RIMS, Imphal, and must be sent through proper channel, with the recommendation of the Controlling Officer.
 - iv) In case of Earned Leave/Special Casual Leave/Casual Leave, including LTC, the Application, duly recommended by the Controlling Officer, must be submitted at least 15 days before the intended date of leave.
2. This issues with the approval of the Director, RIMS, Imphal.

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

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 Principals, Dental College/College of Nursing, RIMS, Imphal.
5. All Heads of Departments/Sections/Units, RIMS, Imphal.
6. The CAO/FA (i/c), RIMS, Imphal.
7. The Chief Nursing Officer i/c, RIMS, Imphal.
8. E.E. (Civil)/(Elect.), RIMS, Imphal.
9. The System Administrator, RIMS, Imphal- for uploading in website.