



**OFFICE ORDER**

Imphal, the 18/12 Dec., 2025

Subject: Mandatory submission procedure for Joining Reports and Associated Claims/Bills.

**No. B/3587/MISC./2021-RIMS:** In supersession of all previous circulars and orders regarding the submission of post-leave and post-event documentation, it is hereby informed that all employees/officers of RIMS, Imphal, including **Heads of Departments, Principals of the Dental and College of Nursing, faculty members, and non-teaching staff**, shall submit the following documents directly as specified below :-

**i) Joining Reports for:**

- Conferences, Workshops, and Training Programmes etc., shall be submitted to the Section Officer, General Section, A-Block, RIMS, Imphal, either through e-Office or in physical form;
- All forms of leave, including Earned Leave, Commuted Leave, Study Leave, Special Casual Leave etc.. sanctioned via e-HRMS portal, shall be submitted through e-HRMS portal only; and
- In case, any kind of leave granted prior to the implementation of e-HRMS in RIMS, the joining report shall be submitted to the Section Officer, General Section, A-Block, RIMS, Imphal, either through e-Office or in physical form.

**ii) Bills and Claims:**

All bills and claims related to the aforementioned events, including :-  
Travel Allowance/Dearness Allowance (TA/DA) and Leave Travel Concession (LTC), shall be submitted directly to the Chief Accounts Officer/Financial Advisor (CAO/FA), along with all relevant documents (in original) for necessary action and processing.

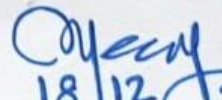
- This Office Order shall come into force with immediate effect.
- This issues with the approval of the Director, RIMS, Imphal.

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

**Copy to :-**

- The P.S. to the Director, RIMS, Imphal. – for kind information to the Director.
- The Medical Supdt., RIMS Hospital, Imphal.
- The Dean (Academic) i/c, RIMS, Imphal.
- The Principal, Dental College & CON, RIMS, Imphal.
- All Heads of Departments/Sections, RIMS, Imphal.
- The P.A. to the Deputy Director (Admn.), RIMS, Imphal.
- The C.A.O./F.A., RIMS, Imphal.
- All Hostel Wardens, RIMS, Imphal.
- The Chief Nursing Officer, RIMS Hospital, Imphal.
- The A.E, (Civil/Electrical), RIMS, Imphal.
- The Librarian i/c, RIMS, Imphal.
- The Steward i/c, RIMS, Imphal.
- The System Administrator, RIMS, Imphal – for uploading on the RIMS website.
- Concerned file.

They are requested to bring the above notice to the knowledge of the staff working under their control.

  
18/12/25  
(R.K. Mecolt Singh)  
Deputy Director (Admn.).