



**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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 0385-2414750  
 e-mail : rims@rims.edu.in  
 website : www.rims.edu.in

### C I R C U L A R

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Subject: Training for Karmayogi Coaches/ Master Trainer under the Rashtriya Karmayogi Large Scale Jan Seva Programme – Phase-II(RKLSJSP-Phase-II) at the Regional Institute of Medical Sciences, Imphal, from 6<sup>th</sup> to 8<sup>th</sup> October, 2025 - reg.

**No. GEN/IGOT/1/2025-ESTSec:** The Training program for Karmayogi Coaches/ Master Trainer under the Rashtriya Karmayogi Large Scale Jan Seva Programme – Phase II (RKLSJSP-Phase II) at the Regional Institute of Medical Sciences, Imphal, has been scheduled from **6<sup>th</sup> to 8<sup>th</sup> October, 2025 (09:00 am to 05:30 pm)**. The Ministry has nominated **Dr. Karupphasamy Chellapandi, Associate Professor, RIPAN, AIZWAL** and **Dr. Jayashree C. Shanbal, Professor, AIISH, Mysore** as **Lead Trainers** for the said Programme.

2. Accordingly, all the master Trainers of RIMS, Imphal, who were appointed, *vide* this Institute Office Order dated 11/09/2025(Copy enclosed) are requested to participate in the said Training Programme. Hence, all the concerned Controlling Authorities/HoDs etc, are requested to officially release the participants for the full duration of the said programme.

3. The following instructions are issued for information and compliance:-  
 i) All the Master Trainers are required to be present in all the 3 (three) days of the training programme. Failure to attend the programme will be view very seriously.  
 ii) All the participants are required to bring their Laptop and Smartphone, which was used for the registration on the iGOT portal. The programme schedule and venue will be notified shortly.

4. A copy of important instructions for Master Trainer (MT) training Participants, issued by the Ministry, is enclosed for information/ guidance.

5. A pre-briefing meeting with the Master Trainers will be held at **02:30 pm on Friday, the 03<sup>rd</sup> October, 2025**, in the Conference Room of the Director, RIMS, Imphal.

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

Signed by  
 Mecolt Rajkumar Singh  
 Date: 01-10-2025 17:31:08

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

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal.
4. All concerned Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. Librarian i/c , Central Medical Library, RIMS, Imphal.
10. The Chief Nursing Officer i/c, RIMS, Imphal.

11. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
12. All Section Officers, RIMS & RIMS Hospital, Imphal.
13. The System Administrator, RIMS, Imphal- for uploading the above order and to send by email to all concerned Heads of Departments /Sections/Units, RIMS, Imphal.



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### OFFICE ORDER

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**No. GEN/IGOT/1/2025-ESTSec:**

The Competent Authority has appointed the following faculty members/officials as Master trainers to attend the Rashtriya Karmayogi Large Scale Jan Seva Training Programme–Phase-2(RKLSJSTP-Phase 2):-

Sl.No	Name	Designation	Department/Section
1	Dr. L. Rajesh Singh	Dean i/c	Academics
2	Dr. B. Praveen Reddy	Principal	Dental College
3	Dr. Babina Sorokhaibam	Professor	Department of Pathology
4	Dr. Sangeeta Naorem	Professor	Department of Biochemistry
5	Dr. Yengkhom Govindaraj Singh	Professor	Department of Physiology
6	Dr. Aribam Jaishree Devi	Professor	Department of Anatomy
7	Dr. Leisangthem Tarinita Devi	Professor	Department of Pharmacology
8	Dr. Jalina Laishram	Associate Professor	Department of Community Medicine
9	Dr. Khangembam Pradipkumar Singh	Associate Professor	Department of Forensic Medicine & Toxicology
10	Dr. Shakti Laishram	Assistant Professor	Department of Microbiology
11	Dr. Sinam Subhaschandra Singh	Associate Professor	Dental College
12	Dr. Tanya Nandkeoliar	Associate Professor	Dental College
13	Dr. R.K. Surbala Devi	Assistant Professor	Dental College
14	Dr. Diptajit Das	Assistant Professor	Dental College
15	Mrs. Thokchom Nolini Devi	Lecturer	College of Nursing
16	Smt. S. Silbia Devi	Lecturer	College of Nursing
17	Smt. O. Anita Devi	Tutor	College of Nursing
18	Smt. H. Mamata Devi	Tutor	College of Nursing
19	Shri. L. Chandramani Khumancha	System Administrator	IT Cell
20	Shri. Kenwar Thongam	MTS	General Section

2. As a part of this program, the above-mentioned faculty members/officials will undergo a 3-day Karmayogi Coach Training at RIMS, Imphal, to be conducted by Lead Trainers, deputed by the Ministry. Upon successful completion of the said training, they will be designated as Master Trainers of the Institute. Thereafter, an comprehensive training schedule will be designed by the Institute, wherein teams consisting of two Master Trainers each, will conduct one-day training sessions for groups of 35 employees. Each Master Trainer will be required to conduct three to four such one-day sessions, in order to ensure that all regular employees of the Institute are covered and the required training under this program is imparted in full.

3. Further details and date, time and the venue for the Programme will be notified shortly.

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

Signed by

Mecolt Rajkumar Singh

Date: 11-09-2025 11:44:14

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

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal.
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13. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned.*

# **RASHTRIYA KARMAYOGI LARGE SCALE JAN SEVA PROGRAM**

## **IMPORTANT INSTRUCTIONS FOR MASTER TRAINER (MT) TRAINING PARTICIPANTS**

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To ensure smooth execution and a meaningful training experience, all nominated Master Trainers are requested to adhere to the following guidelines:

### **1. Timely arrival of all participants for the workshop.**

- Please check the schedule for the workshop and be on time to ensure that the workshop starts and finishes on time.
- Report by **9:00 AM** every day to ensure the training begins promptly at 9:30 AM.

### **2. Mandatory attendance for all 3 Days**

- As KY coaches, complete mastery of the program is essential to ensure effective delivery down-the-line. Missing any portion of the workshop for whatever reason will be detrimental to this goal.
- Your presence on all 3 days (from beginning to end of the day) is therefore mandatory for being certified as a coach of this program, without any exceptions.

### **3. Required Materials**

- Bring a **laptop and smartphone**, along with chargers, for active participation.
- Training will be conducted using the **Pedgog App**.

### **4. App Setup**

- Download both the **iGOT** and **Pedgog** apps on your smartphone before the training.
- Register on Pedgog using your iGOT email ID and registered phone number to receive your certificate and karma points after training.

### **5. Usage of mobile phones for Phone calls during the workshop**

- The usage of mobile phones in the workshop is strongly discouraged to ensure that the attention & flow of all concerned in the workshop remain unbroken. There are scheduled breaks in the workshop. You could make use of the breaks to attend to important phone calls.

### **6. Download PedGog App and keep it ready before coming to the workshop**

- The PedGog App is needed by the participants throughout the workshop. Pre-installing and registering on it will help to get started with the day's agenda without delay.
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