



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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OFFICE MEMORANDUM

No. GEN/MISC/18/2025-Gen Sec: It has been observed that applications for Earned Leave, Leave Travel Concession (LTC), Foreign Visits, etc. are frequently submitted without adherence to the prescribed rules and procedures, causing administrative difficulties in processing such cases.

2. In order to ensure timely processing and compliance with applicable rules, all employees of the Institute are hereby directed to submit their leave applications, within the timelines indicated below:-

Sl. No.	Types of application	Timeline for Submission
a.	Leave Travel Concession	At least 15 days prior.
b.	Leave Travel Concession with Leave Encashment	At least 30 days prior.
c.	Foreign Visit	At least 21 days prior to the proposed date of departure.
d.	Earned Leave	At least 15 days prior.
e.	Maternity Leave	At least 15 days prior to the EDD.
f.	Paternity Leave	At least 15 days prior.

3. The above timelines may be relaxed only in cases of genuine medical emergencies, subject to approval of the Competent Authority. All employees shall strictly adhere to these instructions. Applications received beyond the stipulated timelines shall not be entertained.

4. Further, no employee shall proceed on leave without prior approval of the Competent Authority.

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

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

Memo No. GEN/MISC/18/2025-Gen Sec:

Copy to:-

1. P.S. to Director, RIMS, Imphal.
2. The Medical Superintendents, RIMS, Imphal.
3. The Dean (Academics), RIMS, Imphal.
4. Principals of Dental/Nursing College, RIMS, Imphal.
5. All Head of Departments, RIMS, Imphal.
6. The CAO/FA, RIMS, Imphal.
7. The Chief Nursing Officer i/c, RIMS Hospital, Imphal.
8. The Hostel Wardens, RIMS, Imphal
9. The System Administrators, RIMS, Imphal – for uploading in website.

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