



**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)

Phone : 0385-2414720  
 0385-2414750  
 e-mail : rims@rims.edu.in  
 website : www.rims.edu.in

**OFFICE MEMORANDUM**

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**Subject:** Instructions regarding prohibition of private practice, observance of office discipline and availability during hours – reg.

**No. GEN/MISC/21/2025-EST Sec:** In continuation of this Institute's Office Memorandum dated 21.05.2026 regarding prohibition of private practice, observance of office discipline and availability during duty hours, it has come to the notice of the Institute that certain employees, including Faculty members and Resident doctors, are marking their attendance on the Biometric Attendance System (BAS) quite early in the morning, on a regular basis, after which their physical presence in their designated Workplace has become doubtful.

2. The Institute has also received reports and complaints indicating that some employees, after marking their attendance through the Biometric Attendance System (BAS), are leaving their assigned place of duty and remain absent from their work place. While the veracity of such reports is subject to verification, any engagement in private practice, if established, would be in contravention of the extant rules, Government instructions and the directions issued by the Institute from time to time.

3. In order to ensure strict compliance with the provisions relating to prohibition of private practice and maintenance of office discipline, the Institute authorities shall conduct surprise inspections and verification drives from time to time in various Departments, Wards, Offices, Units and other work-stations of the Institute.

4. If, during such inspections or verification, any employee is found absent from the assigned place of duty/work station during duty hours, without proper authorization, or is found to have engaged in private practice, or any prohibited professional activity in violation of the extant rules and instructions, appropriate action, as deemed fit under the applicable rules, including the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, shall be initiated against the concerned employee.

5. All Principals, Heads of Departments/Units/Sections shall ensure strict compliance with these instructions and shall closely monitor the attendance, availability and discharge of duties of all employees working under their administrative control.

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

Digitally signed by  
 R K MECOLT SINGH  
 Date: 24-06-2026  
 17:26:26

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

Copy to: -

1. P.S. to the Director, RIMS, Imphal.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. Dean (Academics), RIMS, Imphal.
4. Principals, Dental College/College of Nursing, RIMS, Imphal.
5. All HODs/Units/Sections of RIMS, Imphal- **They are directed to bring the content of this O.M. to the knowledge of the staff under their supervision.**
6. System Administrator – with a request to upload the O.M. on RIMS website.
7. Notice Boards, RIMS, Imphal.