



OFFICE ORDER

19666
No. GEN/MISC/18/2025-GEN Sec: The Competent Authority, RIMS, Imphal, has decided to initiate a new initiative to implement a paperless Office and as a first step in this direction, it has been decided that, henceforth, all official communication, letters, office orders, circulars etc., issued by the institute, shall mandatorily be issued through digital mode only viz, **e-office and official e-mail**. Hence, issuance of such communication physically, is discontinued with immediate effect.

2. Hence, all officers/employees are requested to regularly check their official e-mail and e-Office inboxes, so as to ensure that no official communication is missed by them.

3. Accordingly, Principals/HoD/Officers of RIMS, Imphal, are requested to ensure that this new initiative is implemented in both letter and spirit. They are also requested to bring the content of this Order to the knowledge of the employees working under their supervision.

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

Digitally signed by
MECOLT RAJKUMAR SINGH
Date: 06-07-2026
14:58:58

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

Copy to:-

1. P.S. to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS, Imphal.
3. The Principals (Dental College/College of Nursing) RIMS, Imphal.
4. The Dean (Academics), RIMS, Imphal.
5. All Head of Departments, Unit Heads, Sections, RIMS, Imphal.
6. The CAO/FA, RIMS, Imphal.
7. The EE (Civil/Electrical), Dept. of Engineering, RIMS, Imphal.
8. The Nodal Officer, NMC, RIMS, Imphal.
9. The Chief Nursing Officer i/c, RIMS Hospital, Imphal.
10. All Section Officers, RIMS, Imphal.
11. All Hostel Warden, RIMS, Imphal
12. The System Administrators, RIMS, Imphal – for uploading in website.
13. Concerned File.