



Fax : 0385-2414625  
Phone : 0385- 2414539  
e-mail : rims@rims.edu.in  
website : www.rims.edu.in

## REGIONAL INSTITUTE OF MEDICAL SCIENCES

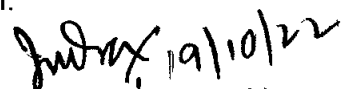
(An autonomous Institute under Ministry of Health & Family Welfare, Government of India)  
LAMPHEPAT, IMPHAL - 795004 : MANIPUR

### OFFICE ORDER

Imphal the 19<sup>th</sup> October, 2022

- No. 1/A/Misc/85-C: It is hereby intimated that some of the communications from RIMS addressed to the Ministry are being received with the signature of other than Director/Deputy Director (Admn). All the communications addressed to the Ministry should be signed only by the Director or the Deputy Director (Admn), RIMS, Imphal. However, in the absence of Director/Deputy Director (Admn), the communication may be signed by the person who is entrusted to look after the work, only on important/urgent matters.
2. Attention is also invited to the DOPT instruction F.No. 11013/08/2013-Estt. (A-III) dated 31/8/2015, in the matter of the submission of representation on service matters by Government servants to higher authorities, wherein, it was stipulated that wherever in any matter connected with service rights or conditions, a Government Servant wishes to press a claim or to seek redressal of grievance, the proper course for him/her is to address his/her level who is competent to deal with the matter in the organization.
  3. It is stipulated that such submission of representation directly to other authorities' by-passing the prescribed channel of submission has to be viewed seriously and appropriate disciplinary action will be taken against those who violate these instructions. This can rightly be treated as an unbecoming conduct attracting the provisions of Rule 3(l) (iii) of the CCS (Conduct Rules, 1964). It is clarified that this would include all forms of communications including through e-mails or public grievances portal or on social media platform through whatsapp etc.
  4. Therefore, all concerned functionaries and employees of the Institute are hereby directed to take note of the above instructions and refrain from sending representations directly to the higher authorities i.e. Ministry of Health & FW, GOI etc by-passing the prescribed channel of submission of representation as per instructions issued by DoPT from time to time, failing which necessary action will be initiated.
  5. Further, no Government servant shall resort to or in any way abet any form of Protest/Strike/Gherao in connection with any matter pertaining to his/her service or the service of any other Government servant which will be treated as unbecoming of a Government Servant attracting Rule 7 (ii) of the Central Civil Services (Conduct) Rules, 1964.

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

  
(Naorem Indrakumar Singh)  
Deputy Director (Admn),  
Regional Institute of Medical Sciences,  
Imphal

Copy to:-

1. The P.S. to the Director in-charge, RIMS, Imphal- for kind information of Director.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.

4. All Head of Departments, RIMS, Imphal.
5. The Chief Accounts Officer-cum Financial Advisor, RIMS, Imphal.
6. All Hostels Wardens, RIMS, Imphal.
7. The Nursing Supdt. RIMS, Imphal.
8. The Principal, Dental College, RIMS, Imphal.
9. The Principal, Nursing College, RIMS, Imphal.
10. The Accounts Officer, RIMS, Imphal.
11. The E.E.(Civil), Central Workshop, RIMS, Imphal.
12. The A.E. (Elect.), Central Workshop, RIMS, Imphal.
13. All Section Officers, RIMS & RIMS Hospital, Imphal.
14. Order Book.