



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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**ORDER**

Imphal, the 19<sup>th</sup> August, 2024

**No. M/1/2023-RIMS(52):** The Executive Council of the Regional Institute of Medical Sciences, Imphal, in its 52<sup>nd</sup> meeting held on 19<sup>th</sup> July, 2024, under Agenda Item No. 13, has ratified the Time Scale Promotion Scheme, 1991 (Amended in 2024) in respect of Dental College, RIMS, Imphal. The Executive Council has also approved the proposal for implementation of the said Scheme prospectively, with effect from the date of issue of this Order.

2. Copies of the approved Time Scale Promotion Scheme 1991 (Amended in 2024) for RIMS, Imphal, is enclosed.

By Orders & in the name of Chairman, EC

(Prof. G. Sunil Kumar Sharma)  
Director,  
RIMS, Imphal

Copy to:

1. P.S. to Secretary, Health & Family Welfare, Government of India – for kind information of Chairman, EC, Society of RIMS, Imphal.
2. The Joint Secretary (N.E.), Ministry of Health & Family Welfare, Government of India.
3. The Under Secretary (N.E.), Ministry of Health & Family Welfare, Government of India.
4. The Medical Superintendent, RIMS Hospital, Imphal.
5. The Dean (Academic), RIMS, Imphal.
6. The Principal, Dental/College of Nursing, RIMS, Imphal.
7. All HoDs, RIMS, Imphal.
8. The Deputy Director (Admn.), RIMS, Imphal.
9. The CAO/FA, RIMS, Imphal.
10. All Section Officers, RIMS, Imphal.
11. The System Administrator, RIMS, Imphal. – for uploading in RIMS website.
12. Order Book.



**REGIONAL INSTITUTE OF MEDICAL SCIENCES**  
(An autonomous Institute under Ministry of Health & Family Welfare,  
Government of India)  
**IMPHAL: MANIPUR**

**TIME SCALE PROMOTION SCHEME 1991  
(AMENDED IN 2024) FOR RIMS, IMPHAL**

## TIME SCALE PROMOTION RULES, 1991 (AMENDED IN 2024)

1. These rules may be called the Time Scale Promotion Rules, 1991.
2. These rules shall come into force with effect from the date of notification and shall be applicable to all the employees holding teaching posts and the posts of Medical Officers, on regular basis under the Society.  
These rules supersede all the rules issued in this regard.
3. **Definition:** In these rules, unless the context otherwise requires
  - (a) "Appointing authority" means an authority vested with the power to make such appointment and exercise such consequential power as laid down under the Constitution of the Institute and the bye-laws there under.
  - (b) "Chairman" means the Chairman, Executive Council, Society of Regional Institute of Medical Sciences and Dental College, RIMS, Imphal
  - (c) "Executive Council" means Executive Council, Society of Regional Institute of Medical Sciences and Dental College, RIMS, Imphal.
  - (d) "Registrar Grade" includes Registrar, Demonstrator, Resident Pathologist, Resident of Medical Science, Imphal.
  - (e) "Society" means Society of Regional Institute of Medical Sciences and Dental College, RIMS, Imphal.
  - (f) "Teaching posts" means all posts in the grade of Professor, Additional professor, Associate professor, Assistant Professor, Registrar, Demonstrator, Senior Registrar, Senior Demonstrator and lady Medical Officer.

### 4. TIME SCALE PROMOTION

The Scheme is in the nature of a flexible complementing Scheme wherein no additional posts are created, the existing persons on the basis of critical assessment are promoted to the next higher level or scales are upgraded without altering the combined authorized strength of posts.

### 5. MODIFICATION OF TIME SCALE PROMOTION:

It is observed that many teachers and medical officers in the institute have become stagnant for a long time in a particular grade due to lack of opportunity for promotion in the normal course. To remove discontentment and frustration. C.H.S pattern of Time Scale Promotion with some modification

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giving least financial involvement is introduced. The promotion for all categories of staff covered under Time Scale Promotion Rules would be based on Seniority Cum Fitness of the officer.

While making election for such promotion only marginal adjustment of pay would be made with the new scale, nearest to the salary drawn by promote without any perquisites at par with other appointee in the grade.

#### OBJECTIVE OF MODIFICATION OF C.H.S:

- I. To remove discontentment and frustration due to lack of opportunity for promotion in normal courses.
- II. To incur minimum financial involvement and give scope of Time scale promotion to junior teachers like Registrar, Demonstrator, etc who do not fall under the C.H.S Time Scale Promotion.

#### 6. RULES AND REGULATIONS GOVERNING THE SCHEME:

- A. i) The promotion under these rules shall be made yearly on the basis of a common eligibility list as on 1st February of every year covering all officers and Departments in the respective Sub-Cadres concerning all specialities.
- ii) If an officer appointed to the post under this Scheme is promoted to higher posts, retires, expires or leaves the job, the post which the incumbent was holding will cease to exist and revert back to original post from which the person was promoted.
- iii) Annual Confidential Report of last 5 years will be taken into consideration when considering promotion, under the scheme.

#### B. PROFESSOR FROM ASSOCIATE PROFESSOR:

- i) The appointing Authority shall upgrade 22% of total regular posts of Associate Professor to the grade of Professor on yearly basis.
- ii) Combined authorized strength of posts of the respective Sub-cadres from which these posts are upgraded will not be altered.

(ANURADHA KAMAKRISHNAN)  
अवर सचिव / Under Secretary  
जनकम लक्ष्मी अस्पताल, काठमाडौं  
Ministry of Health & Family Welfare  
Nepal Govt. of Nepal

- iii) The promotion shall be made on the basis of a common eligibility list covering all officers in the respective Sub-cadres of the same discipline.
- iv) The appointment against such upgraded post shall be made if the officer concerned has been duly assessed by Departmental Promotion Committee (DPC) in regards to his/her suitability for holding the upgraded post.
- v) The officer has to work on regular basis for a minimum period of four (4) years in the grade of Associate Professor,
- vi) **For Medical Faculties:**  
Requirement shall be minimum of eight (8) research publications in Indexed journal/ National Journal of which at least four (4) shall be published during his/her service as Associate Professor.

**For Dental Faculties:**

Requirements for promotion of Associate Professor to Professor is total publication points of 30 (thirty) points of which 10 (ten) publication points should be as Associate Professor as per the Dental Council of India point system for dental faculty.

**C. ASSOCIATE PROFESSOR FROM ASSISTANT PROFESSOR:**

i) **For Medical Faculties:**

The officers who have rendered 5 (five) years of regular service as Assistant Professor, 2 (two) year for those Assistant professors who joined as Super-Specialists i.e D.M/M.Ch. shall be promoted as Associate Professor personal to them, on the recommendation of the Departmental Promotion Committee and such promoted Associate Professor shall be placed en-block junior to those who are already holding the post of Associate Professor on regular basis.

**For Dental Faculties:**

The officers who have rendered 5 (five) years of regular service as Assistant Professor, shall be promoted as Associate Professor personal to them, on the recommendation of the Departmental Promotion Committee and such promoted Associate Professor

(Signature)  
(Signature)  
Joint Secretary  
Ministry of Health & Family Welfare  
Government of India

shall be placed en-block junior to those who are already holding the post of Associate Professor on regular basis based on the effective date of their promotion as Associate Professor.

- ii) Provided that such officers carrying personal promotion shall be subsequently adjusted against identical specific posts in their own speciality on the availability of clear vacancies.
- iii) Provided further that in the event of any such officer declining to accept posting against a regular en-cadred identical post of Associate Professor, the authority may, in the public interest, withdraw the personal promotion of Associate Professor given to him or her.
- iv) Combined authorized strength of the posts of the respective Sub-Cadres from which these posts are upgraded will not be altered.
- v) **For Medical Faculties:**  
The requirement shall be minimum of four(4) research publication in Indexed Journal/ National Journal of which at least two(2) shall be published during his/her service as Assistant Professor.

**For Dental Faculties:**

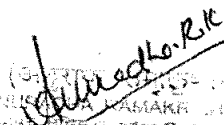
The requirement for promotion of Assistant Professor to Associate Professor is total publication points of 20 (twenty) of which 10 (ten) points should be as Assistant Professor as per the Dental Council of India point system for dental faculty.

**D. ASSISTANT PROFESSOR (NON-FUNCTIONAL) from Registrar, Demonstrator, Senior Registrar and Senior Demonstrator with P.G. Degree; ASSISTANT PROFESSOR (NON-FUNCTIONAL) FROM TUTOR (DENTAL)**

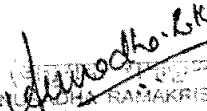
- i) **For Medical Faculties:**  
They must have requisite and recognized Post Graduate qualification as per M.C.I. norms.

**For Dental Faculties:**

They must have requisite and recognized Post Graduate qualification as per D.C.I. norms.

  
J. MADHOKAR  
Under Secretary  
Ministry of Health & F.W.  
Govt. of India  
New Delhi

- ii) They must render 8 (eight) years of regular service in the teaching posts of the same discipline.
- iii) Within 8 (eight) years of regular teaching service as the case maybe they should have minimum 1(one) year of teaching experience of the same discipline after obtaining P.G. Degree.
- iv) This will be only personal designation.
- v) Combined authorized strength of the posts of the respective Sub-Cadres from which these posts are upgraded will not be altered.
- vi) The promotion shall be made on the basis of a common eligibility list covering all officers in the respective sub-Cadres without regard to any specialties.
- vii) The promotees under this scheme shall have to carry out their duties of original posts till they are adjusted against any regular vacancies.
- viii) Provided that in the event of any such promotees declining to carry out his/her duty of the original post from which he/she was promoted under the Time Scale Promotion, the authority may, in the public interest, withdraw the personal promotion of Assistant Professor given to him/her.
- ix) Recommendation of D.P.C. on seniority-cum-fitness will be required.
- x) This group of promotees will be junior to those who are already holding the post of Assistant Professor on a regular basis.
- xi) Not more that 50% shall be upgraded in a year.
- xii) In Such case if Post Graduate allowance is enjoyed earlier, it will be discontinued.
- xiii) **For Medical Faculties:**
  - Special relaxation of 1(one) year and 2 (two) years shall be made for those who have joined the institute after Post Graduation and Super- Specialist respectively.
  - In the case of Sr. Registrar and Sr. Demonstrator, they must have one year teaching experience after P.G.
  - The requirement shall be publication of a minimum 3 (three) research publication in Indexed Journal/ National Journal.

  
 (ANANDA) RAMAKRISHNA  
 Joint Secretary  
 Ministry of Health & Family Welfare  
 Govt. of India  
 New Delhi

**For Dental Faculties:**

The requirement shall be publication of a minimum 1 (one) research publication in Pubmed-Medline indexed Journal.

**E. Upgradation of Registrar, Demonstrator, M.O. (Teaching) with no requisite P.G. Degree to the post of Senior Registrar, Senior Demonstrator:**

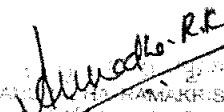
- i) They must complete 9 (nine) years of regular service in the grade of the same discipline and shall have a minimum of 3 (three) research publication in Indexed Journal/ National Journal.

OR

They must render 10(ten) years of regular service in the grade of the same discipline (for those who are not having three research publications).

- ii) This will have to do the same duties.  
iii) This will be only personal designation.  
iv) Combined authorized strength of posts of the respective Sub-cadres from which these posts are upgraded will not be altered.  
v) The promotion shall be made on the basis of a common eligibility list covering all officers in respective Sub-cadres without regard to any department.  
vi) Provided that in the event of any such officer declining to carry out his/her duty of the original post from which he/she was promoted under Time scale Promotion, the authority may, in the public interest, withdraw the personal information to senior post of higher scale given to him/her.  
vii) Recommendation of Departmental Promotion Committee on Seniority cum-fitness will be required.  
viii) Not more than 50% shall be upgraded in a year.

**Note: Medical officer teaching includes Lady Medical Officer of Community Medicine, Regional Institute of Medical Science, Imphal.**

  
ANAND K. RAMAKRISHNAN  
Joint Director Secretary  
Ministry of Health & Family Welfare  
Government of India  
New Delhi



**F. Upgradation of Medical Officers (Non-Teaching) as Senior Medical Officer:**

- (i) They must render 8 (Eight) years of regular Service in the grade and shall have a minimum of 3 (three) research publication in Indexed Journal/ National Journal.

Or

They must render 9 (nine) years of regular service in the grade of the same discipline (for those who are not having three research publications).

- (ii) Special relaxation of 1 (one) year and 2(two) year shall be made for those who have joined the institute after Post Graduation and Super-Specialist respectively.
- (iii) They will have to do the same duties.
- (iv) This will be only personal designation.
- (v) Combined authorized strength of the posts of the respective Sub-cadres from which these posts till they are adjusted against any regular vacancies.
- (vi) The promotes under this scheme shall have to carry out their duties of the original post till they are adjusted against any regular vacancies.
- (vii) Provided that in the event of any such officer declining to carry out his/her duty of the original post from which he/she was promoted under Time Scale Promotion, the authority may, in the public interest, withdraw the personal promotion/ designation of Senior Medical Officer given to him/her.
- (viii) Recommendation of Departmental Promotion Committee (DPC) on seniority-cum-fitness will be required.
- (ix) Not more that 50% shall be upgraded in a year.

**G. Upgradation of Senior Medical Officers as Chief Medical Officers:**

- i) The Officers who have rendered 5 (five) year of regular service as Senior Medical Officer shall be promoted as Chief Medical officer personal to them, on the recommendation of the Departmental promotion Committee on seniority-cum-fitness basis and such promoted Chief Medical Officers shall be placed en-block Junior to those who are already holding the post of Chief Medical Officer on regular basis, if any.

*Handwritten signature: V. S. Srinivasan*  
V. S. SRINIVASAN  
Secretary  
Department of Health & Family Welfare  
Government of Karnataka  
Bengaluru

The requirements shall be minimum of 4 (four) research publications in Indexed Journal/ National Journal of which at least 1 (one) shall be published during his/her service as Senior Medical Officer.

Or

They must rendered 8 (eight) years of regular service as Senior Medical Officer (for those who are not having four research publications).

- ii) Provided that such officers carrying personal promotion shall be subsequently adjusted against identical specific posts on the availability of clear vacancies.
- iii) Provided further that in the event of any such officers declining to accept posting against a regularly en-carded identical post of Chief Medical Officer, the authority may in the public interest, withdraw the Personal Promotion of Chief Medical Officer given to him or her.
- iv) Combined authorized strength of the posts of the respective Sub-Cadres from which these posts are upgraded will not be altered.

#### H. Selection Grade for Deputy Medical Superintendent:

- i) Officer who have rendered 5(five) years regular service as Deputy Medical Superintendent and having a minimum of 4 (four) research publication in Indexed Journal of which at least 1(one) shall be published during his/her service as Deputy Medical Superintendent shall be promoted as Senior Deputy Medical Superintendent personal to them, on the recommendation of the DPC on seniority-cum-fitness basis and such promoted Senior Deputy Medical Superintendent shall be placed en-block junior to those who are already holding the post of Senior Deputy Medical Superintendent on regular basis, if any.

Or

They must render 8 (eight) years regular service as Deputy Medical Superintendent in the grade (for those who are not having four research publications).

- ii) She/he shall have to do the same duties.
- iii) In the event of any such officer declining to carry out his/her duty of the original post from which he/she was promoted under Time

(अनुराधा रामकृष्ण)  
ANURADHA RAMAKRISHNA  
Under Secretary

Scale Promotion, the authority may, in the public interest, withdraw the personal promotion to the senior post of higher scale given to him/her.

7. Appointment under the rules shall be made after assessment and recommendation by a Departmental Promotion Committee (DPC) constituted as under (Vide decision of 29<sup>th</sup> Executive Council Meeting):

- |      |  |   |                  |
|------|--|---|------------------|
| i)   | Director, RIMS, Imphal                 | - | Chairman         |
| ii)  | Commissioner/Secretary Health, Manipur | - | Member           |
| iii) | Director of Health Services, Manipur   | - | Member           |
| iv)  | Medical Superintendent, RIMS, Imphal   | - | Member Secretary |

**EXPLANATION:**

a) The absence of a member other than the Chairman shall not invalidate the proceedings of the D.P.C.

*Note: For the purpose of these rules the eligibility list shall be prepared with reference to the date of completion by the officer of the prescribed qualifying years of the Service under the Society, in the respective grades. However, in case of persons who have been appointed on the same date, the seniority shall be determined as under:*

- i. Where the eligible officers were considered by the same D.P.C., the seniority shall be based on the order of the merit.
- ii. If there is no order of merit, the seniority shall be on the basis of seniority in the feeder grade.
- iii. If there is no seniority in the feeder grade or it is not possible to determine the seniority even in the feeder grade, the length of regular service in the feeder grade shall be guiding factor.
- iv. If the length of the service is also the same in the feeder grade, regular service in the next lower grade shall be taken into failing which date of birth.
- v. Where the eligible officers for promotion from Assistant Professor to Associate Professor is considered, a weightage of service of 3 (three) years will be given to the Super Specialists when determining the seniority position vis-à-vis general Specialist.

Similarly, in the case of promotion from Registrar/ Demonstrator to Assistant Professor, a weightage of service of 2 (two) years will be

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(ANURADHA SAMAKRISHNANI)  
Secretary  
The Registrar, Manipal Hospital  
Imphal, Manipur

given for determining the seniority position in the respect of Registrar/ Demonstrator holding DM/ M.ch. Degree.

8. After the commencement of these rules, future appointment under these rules shall be in regular and yearly review of the list of eligible and suitable officers who have completed the requisite number of years of service in the grade, and by upgrading the post wherever necessary.

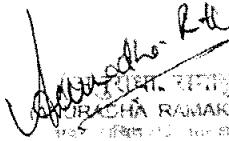
**9. Probation:**

The period of probation shall of 2 (two) years.

**10. Interpretation:**

If any question relating to the interpretation of these rules arises, it shall be decided by the Chairman.

11. Any judicial matter will be subjected to Imphal jurisdiction.



DR. G. SUNILKUMAR SHARMA  
DIRECTOR  
REGIONAL INSTITUTE OF MEDICAL  
SCIENCES (RIMS), IMPHAL

(Prof. G. Sunilkumar Sharma)  
Director  
Regional Institute of Medical  
Sciences (RIMS), Imphal