



**REGIONAL INSTITUTE OF MEDICAL SCIENCES
IMPHAL : MANIPUR**

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

ORDER

Imphal, the 10th Oct., 2023


No. B/2687/2022-RIMS: In terms of the article 5 of the Constitution of the Office Council of the Regional Institute of Medical Sciences (RIMS), Imphal, the Office Council shall consist of 5 Members on the Official Side and 6 members on the Staff Side as shown below:—

I. Official Side

- | | | |
|---|---|-----------|
| i) Director, RIMS, Imphal | - | Chairman |
| ii) Medical Superintendent, RIMS Hospital, Imphal | - | Member |
| iii) Dean Academic, RIMS, Imphal | - | Member |
| iv) Deputy Director (Admn.), RIMS, Imphal | - | Secretary |
| v) Chief Accounts Officer cum FA, RIMS, Imphal. | - | Member |

II. Staff Side

- | | | | |
|-----------------------------|------------|---|--------|
| i) Kh. Ashnikumar Singh, | UDC | - | Member |
| ii) T. Vidyananda Singh, | UDC | - | Member |
| iii) B. Prabinkumar Sharma, | Lab. Tech. | - | Member |
| iv) Champa Panmei. | Lab. Tech. | - | Member |
| v) N. Mangilal Singh, | MTS | - | Member |
| vi) Md. Iliyas, | MTS. | - | Member |



(Prof. G. Sunil Kumar Sharma)
Director,
Regional Institute of Medical Sciences,
Imphal

Copy to:-

1. The Medical Superintendent, RIMS Hospital, Imphal.
2. Concerned member.
3. The Deputy Director, RIMS, Imphal.
4. The C.A.O./ F.A., RIMS, Imphal.
5. The System Administrative, RIMS, Imphal.—to upload on RIMS website.
6. Concerned file.

**CONSTITUTION OF THE OFFICE COUNCIL OF THE REGIONAL INSTITUTE OF
MEDICAL SCIENCE (RIMS), IMPHAL**

1. Short Title

This Constitution may be called the Constitution of the Office Council of the Regional Institute of Medical Science (RIMS), Imphal under the Scheme for Joint Consultative Machinery and Compulsory Arbitration for Central Government employees.

2. Application

This Constitution shall cover all the regular civil employees of the Central Government in Regional Institute of Medical Sciences, Imphal for whom the scheme is applicable.

3. Objects

The object of the Council is to promote harmonious relations and to secure the greatest measures of cooperation between the Government in its capacity as employer, and the general body of its employees in matters of common concern, and with the object further of increasing the efficiency of public services combined with the welfare of those employed.

4. Scope and Functions

(i) The scope of the Office Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to local conditions.

(ii) The subjects to be discussed by the Council should normally be limited to matters within the competence of Director, RIMS, Imphal.

(iii) Matters which are within the competence of the National/Departmental Council should not be discussed at the meeting of the Office Council. Matters relating to individuals should not also be discussed.

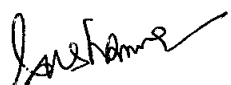
5. (a) Composition

I. The Office Council will consist of not more than 5 Members on the Official Side and 6 members on the Staff Side as shown below:—

Official Side

- i) Director, RIMS, Imphal
- ii) Medical Superintendent, RIMS Hospital, Imphal
- iii) Dean Academic, RIMS, Imphal
- iv) Deputy Director (Admn.), RIMS, Imphal
- v) Chief Accounts Officer cum FA, RIMS, Imphal.

[One of these at (ii) to (v) may be nominated as Secretary of the Official Side.]



Staff Side

	<i>Categories of Staff</i>		<i>No. of seats</i>
i)	Group C (Ministerial)—Stenographer Gr III. Head Clerks/ UDCs/LDCs/ Others.	-	2
ii)	Group C (Technical)—Investigators/ Technical Assistants/Demonstrators/ Statisticians/Others	-	2
iii)	Group C (MTS)	-	2

II. The Director, RIMS, Imphal shall be the Chairman of the Office Council.

III. The Chairman, may, in addition, nominate any temporary Member to the Official Side in connection with any particular items to be discussed at the meeting of the Council.

NOTE I : In the case of CSS categories of staff, nominations to the Staff Side from amongst the staff of the Ministry/Department/Directorate will be made by the concerned Associations/Unions/Federations recognised by Government.

Note II : Where there are two or more Associations/Unions representing the different categories of staff, the Chairman shall distribute the total permissible representation on the Council on the respective numerical strengths of the categories concerned.

NOTE III : Where there are two or more Associations/Unions representing the same categories of staff the total permissible representation shall be distributed by the Chairman on the basis of the respective membership of each Union/ Association.

Note IV : If there has been change in the membership of the Association/ Union, proportional representation given could only be changed after verification of membership to be done in the manner advised by the Chief Labour Commissioner.

Note V : Distribution of seats may also be done by the Chairman in consultation With the Associations/Unions in any other manner acceptable to the Associations/Unions.

5 (b) No person, who is not an employee or an honorably retired employee of the Central Government, shall be a member of the Council.

NOTE : Government may permit an ex-employee to be member of the Council after examining the merits of each individual case.

5. (c) Secretary

The Staff Side may appoint its Secretary from its Members.

Signature

5. (d) Leader

The Staff Side shall elect by simple majority, one of its Members as its Leader, who shall hold that- ante for a period of one year but shall be eligible for re-election. A vacancy caused by death, retirement, resignation, transfer etc. will be filled for the unexpired term.

6. Nomination of representatives on the Staff Side by recognised Employees' Organisations :

- i) At the commencement of the Constitution and thereafter when occasions arise each recognized employee's organisation, which term shall include a Federation, a Confederation, and Association and a Union, eligible for representation on the Office Council, shall be intimated in Form 'A', the number of members it may nominate on the Office Council.
- ii) On receipt of intimation as in clause (i), a recognised employees' organisation may intimate in Form 'B' the names of its representatives nominated by its Executive Committee.* (*As applicable according to the Constitution of the Association/ Union/Federation).
- iii) In the event of retirement, resignation, death, etc. of a representative of an employees' organisation, such organisation may nominate or, in the case of retirement, re-nominate its representative in form 'C'.
- iv) On receipt of intimation under clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the Scheme, and inform the employees' organisation concerned.

7. Term of Membership

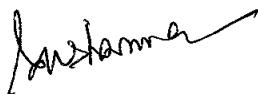
(i) The Staff Side representatives will be nominated for a term of three years, but there will be no bar to renomination.

(ii) Vacancies caused by death, retirement, resignation, transfer, etc. will be filled for the unexpired term.

NOTE: An Association/Union/Federation may replace on the Council such of its representatives as have ceased to be its office-bearers at annual elections or by exigencies such as a vote of no confidence.

8. Appointment of Committees

The Office Council may appoint committees from amongst its members to study and report on any matters falling within its scope.



9. Periodicity

The meetings of the Office Council shall be held at least once in two months.

10. Quorum

The quorum shall be 1/3rd each of the strengths of the Official and Staff Sides.

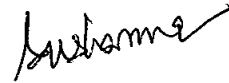
11. Agenda

(i) The agenda for a meeting shall be prepared under the orders of and approved by, the Chairman.

(ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

12. Minutes

The minutes of the meeting will be finalized under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.



(Prof. G. Sunil Kumar Sharma)
Director,
Regional Institute of Medical Sciences,
Imphal.
