



**CIRCULAR**

Imphal, the 20<sup>th</sup> March, 2026.

Subject: Observance of Swachhata Pakhawada from 1st April to 15th April 2026

**HGEN/SAP/KAYA/10/2025-Gen (Hosp):** In pursuance of the directive of the Ministry of Health & Family Welfare, Govt. of India vide letter No. Z.28015/1/2026-H-II (FTS: 8384724 dt.14-01-2026, it is hereby informed that the Swachhata Pakhawada will be observed in the Regional Institute of Medical Sciences (RIMS), Imphal from 1st April to 15th April 2026.

The objective of the Swachhata Pakhawada is to promote cleanliness, hygiene, and sanitation across the institute, ensuring a healthy and eco-friendly environment for patients, staff, students and visitors.

All Departments/Units/Sections are requested to actively participate in the observance and day-wise action plan on the Swachhata related activities to be undertaken during the Swachhata Pakhawada, which is also enclosed for kind reference.

Sd/-

(Prof. N. Sanjib Singh)  
Medical Superintendent

HGEN/SAP/KAYA/10/2025-Gen (Hosp):

Imphal, the 20<sup>th</sup> March, 2026

Copy to:-

1. The P.S. to the Director, RIMS, Imphal- *for kind information of the Director.*
2. The Dean (Academic), RIMS, Imphal.
3. The Heads of Departments/Units/Sections, RIMS, Imphal.
4. The Principal, Dental College/College of Nursing, RIMS, Imphal.
5. The Nodal Officer, SAP 2024-25/Kaya Kalp, RIMS, Imphal.
6. The in-charge, Casualty Department, RIMS Hospital, Imphal.
7. The Deputy Director (Admn.), RIMS, Imphal.
8. The Chief Accounts Officer/FA, RIMS, Imphal.
9. The Chief Nursing Officer, RIMS Hospital, Imphal.
10. The Executive Engineer (Civil), RIMS, Imphal.
11. The AE (Elect/Civil), RIMS, Imphal.
12. The Physical Instructor, RIMS, Imphal.
13. The Medical Record Officer, MRD, RIMS, Imphal
14. The System Administrator, RIMS, Imphal – *with a request to upload in the RIMS website.*
15. In-charge of Diet Kitchen/Laundry/CSSD/MSK-I/II, RIMS, Imphal.
16. The President/Vice President, CRED, Imphal.
17. The Steward, RIMS Hospital, Imphal.
18. File concerned

(Prof. N. Sanjib Singh)  
Medical Superintendent



**SWACHHATA PAKHWADA  
DAY-WISE ACTION PLAN  
(1<sup>st</sup> – 15<sup>th</sup> April 2026)**

Sl. No.	Date	Activities to be organized	Action
1.	1 <sup>st</sup> to 15 <sup>th</sup> April, 2026	Wide coverage of the activities organized during the campaign & to issue press release for wide publications to electronic, print and social media	Liaison Officer, Media Advisor and Photographer
2.	1 <sup>st</sup> April 2026 Wednesday	<ul style="list-style-type: none"> <li>✓ <b>Swachhata pledge</b> - administration cleanliness oath to officials, faculty members, staff, students, outsourcing staff</li> <li>✓ <b>Display posters</b> - to display adequate number of posters in the whole campus of the institute</li> <li>✓ <b>Cleaning Drives</b> –               <ul style="list-style-type: none"> <li>a) Intensive cleaning of Casualty Block, Neuro ICU and Burn Units premises by <b>CRED</b></li> <li>b) Cleaning the road side starting from Gate No. 2 to BSNL office side via Main Gate by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, In-charge of Casualty, Trauma, and Burn Unit
3.	2 <sup>nd</sup> April 2026 Thursday	<ul style="list-style-type: none"> <li>✓ <b>Observance</b> of World Autism Day 2026</li> <li>✓ <b>Cleaning Drives</b> –               <ul style="list-style-type: none"> <li>a) Cleaning the premises of the Mini Auditorium and Laundry by <b>CRED</b></li> <li>b) Cleaning of road sides starting from the southern side of Mini Auditorium upto New Examination Hall by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, Head of the concerned Departments.
4.	3 <sup>rd</sup> April 2026 Friday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives</b> –               <ul style="list-style-type: none"> <li>a) Cleaning the Kitchen, M.S.K I &amp; II, CSSD, Pediatric Department/Ward and office and its premises by <b>CRED</b></li> <li>b) Cleaning the road sides starting from the western side of Radiation Oncology Dept. upto Gynae Department by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, Head of the concerned Departments, Units, Sections.
5	4 <sup>th</sup> April 2026 Saturday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives-</b> <ul style="list-style-type: none"> <li>a) Cleaning the premises of the A-Block by <b>MSS</b></li> <li>b) Cleaning the premises of Anatomy, Biochemistry, Physiology, Microbiology Depts. by <b>CRED</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP

  
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6.	5 <sup>th</sup> April 2026 Sunday	<ul style="list-style-type: none"> <li>✓ <b>To organise a Tree Plantation program</b></li> <li>✓ <b>Cleaning Drives –</b> <ul style="list-style-type: none"> <li>a) Cleaning of OPD Block, Medicine Dept., Surgery Dept., Radio Diagnosis Department, Radiotherapy Department by <b>CRED</b></li> <li>b) Cleaning the premises of roadside from Main Gate to Mortuary through the northern side of Jubilee Hall by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP
7.	6 <sup>th</sup> April 2026 Monday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives –</b> <ul style="list-style-type: none"> <li>a) Cleaning the premises of the Departments of Pathology, Pharmacology, VRDL, Sport Medicine &amp; PMR Dept. by <b>CRED</b></li> <li>b) Cleaning the premises of the Jubilee Hall by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, Head of the concerned Departments.
8.	7 <sup>th</sup> April 2026 Tuesday	<ul style="list-style-type: none"> <li>✓ <b>Observance of World Health Day 2026</b></li> <li>✓ <b>Awareness Campaign - Fusion Folk Dance</b> based on Tutenglon - an early Manipuri literature piece on environment and the task of cleaning rivers to control flood and eradicate seasonal diseases and</li> <li>✓ <b>Competitions and Creativity Activities - A student film competition</b> for under graduate and post graduate students on the themes "health &amp; hygiene and waste management.</li> <li>✓ <b>Personal Hygiene &amp; Water Sanitation - Educating</b> on proper handwashing techniques, importance of clean drinking water</li> </ul>	Nodal Officer, Members of the SAP
9.	8 <sup>th</sup> April 2026 Wednesday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives –</b> <ul style="list-style-type: none"> <li>a) Cleaning of Psychiatric, Community Medicine, Forensic Medicine by <b>CRED</b></li> <li>b) Cleaning premises of Animal House by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP
10.	9 <sup>th</sup> April, 2026 Thursday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives –</b> <ul style="list-style-type: none"> <li>a) Cleaning of wards of Ortho, Surgery, Urology, Chest, ENT, Ophthalmology by <b>CRED</b></li> <li>b) Cleaning the premises of the Gymkhana by <b>MSS</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, Head of the concerned Departments.
11.	10 <sup>th</sup> April 2026 Friday	<ul style="list-style-type: none"> <li>✓ <b>Cleaning Drives –</b> <ul style="list-style-type: none"> <li>a) Cleaning of road side from SIB office to approach road upto Director Quarter by <b>CRED</b></li> </ul> </li> </ul>	Nodal Officer, Members of the SAP, Head of the concerned Departments.



		b) Cleaning of campus of Ladies Hostel No. 3 & 4 by <b>MSS</b>	
12.	11 <sup>th</sup> April 2026 Saturday	✓ <b>Cleaning Drives –</b> a) Cleaning the premises of all the UG & PG Gents Hostels by <b>MSS</b> b) Cleaning the premises of MS Office, Nursing office, Urology dept., Emergency Lab by <b>CRED</b> .	Nodal Officer, Members of the SAP, Hostel Wardens of the respective Hostels.
13.	12 <sup>th</sup> April 2026 Sunday	✓ <b>Cleaning Drives –</b> a) Cleaning the premises of New Ladies Hostel, Old PG Gents Hostel, Kundolei Hostel by <b>CRED</b> b) Cleaning the premises Siroy, Komberei, Samjirei by <b>MSS</b>	Nodal Officer, Members of the SAP, Hostel Wardens of the respective Hostels.
14.	13 <sup>th</sup> April 2026 Monday	✓ <b>Cleaning Drives –</b> a) Cleaning the campus Dental College & College of Nursing campus by <b>MSS</b> b) Cleaning the premises departments and offices of Surgery, Respiratory Medicine, Dermatology, Obst & Gynane Wards and Department by <b>CRED</b>	Nodal Officer, Members of the SAP, Head of the concerned Departments.
15.	14 <sup>th</sup> April 2026 Tuesday	✓ <b>Cleaning Drives –</b> a) Cleaning wards of Medicine, Nephrology, MITU, MICU by <b>CRED</b> b) Cleaning the surrounding and road side of New Guest House by <b>MSS</b>	Nodal Officer, Members of the SAP
16.	15 <sup>th</sup> April 2026 Wednesday	✓ <b>Closing function and distribution of awards</b> to the prize winners and to issue press release of the achievements of the Swachhata Pakhwada 2026.	Liaison Officer & Media Advisor

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