



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)

Phone : 0385-2414720
 0385-2414750
 e-mail : rims@rims.edu.in
 website : www.rims.edu.in

M E M O R A N D U M

No. GEN/Ann/1/2025-Gen Sec: In connection with the preparation of the Annual Report of RIMS, Imphal, for the financial year 2025-26 to be submitted to the Ministry of Health & Family Welfare, Government of India, New Delhi, all the concerned officers, as addressed below, are requested to furnish brief and focused inputs, pertaining to their respective Colleges/ Departments/ Units/ Sections for the period from 01.04.2025 to 31.03.2026, for inclusion in the said Report.

2. The information should be concise, clear, and specific, and should highlight only the major achievements during the period under report, irrelevant details and verbatim reproduction of previous reports should be avoided.

3. The requisite information, in enclosed format, both in hard copy and soft copy (MS Word format), should be submitted to the **Section Officer (General Section), A-Block, on or before Monday, the 1st June, 2026**, without fail. The soft copy may also be sent by e-mail to stc.rims.imphal@gmail.com.

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

Encl: As stated above.

Sd/-
 (R.K. Mecolt Singh)
 Deputy Director (Admn.)

Copy to:-

1. The P.S. to Director, RIMS, Imphal.
2. The Medical Supdt., RIMS Hospital.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Units/Sections, RIMS, Imphal.
7. The Project Director (P.P.P.), RIMS, Imphal.
8. The Co-ordinator, MEU, RIMS, Imphal.
8. Prof. in-charge, Telemedicine Centre, RIMS, Imphal.
9. Officer in-charge, Games & Sports, RIMS, Imphal.
10. Librarian i/c, RIMS, Imphal.
11. Executive Engineers (both Civil & Electrical), RIMS, Imphal
12. Medical Record Officer, RIMS, Imphal.

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