



ANNEXURE-II

The following table shows the concerned **Emp_Reporting Officer & Emp_Reviewing Officer** for different category of regular staff of RIMS, Imphal.

Sl. no.	Category of staff	Emp_Reporting Officer (Controlling Officer)	Emp_Reviewing Officer (Approving Authority)
1	Group-A (Faculty)	HOD/Dean/MS	Director
2	HOD	MS (Clinical Dept.) Dean (Non-Clinical Dept.)	Director Director
3	Group-A (Non-Faculty)	HOD	Director
4	Dental Faculty/Non-Faculty (Group-A)	Principal	Director
5	College of Nursing (Teaching)	Principal	Director
6	Chief Nursing Officer	MS	MS
7	Nursing Superintendent	Chief Nursing Officer	MS
8	Dy. Nursing/Sr. Nursing Officer (Group A)	Chief Nursing Officer	MS
10	Nursing Officer (Group-B)	Chief Nursing Officer	MS
11	College of Nursing, Hospital (Non-Teaching)	Principal	MS
12	College of Nursing, College (Non-Teaching)	Principal	Director
13	Dental College, Hospital (Non-Teaching)	Principal	MS
14	Dental College, College (Non-Teaching)	Principal	Director
15	Library & Info. Officer	DDA	Director
16	Engineer Dept. (Civil/Electrical) Group-B	DDA	Director
17	Group-B/C (Hospital)	Head of Dept./unit/section/warden	MS
18	Group-B/C (College)	Head of Dept./unit/section/warden	Director

Steps for updating “Emp_Reporting Officer” & “Emp_Reviewing Officer” in e-HRMS portal by the respective Regular Employee:

Step 1: Login <https://e-hrms.gov.in> (use your own User ID/mobile no. and password/OTP)

Step 2: Select “Employee Services” from left side panel.

Step 3: Select “Manage Reporting/Reviewing” from the drop down list of step 2.

Step 4: Select “Update Reporting Officer’s Email” from the main window.

Step 5: From the pop-up window, select

i) Min/Dept/Org* ‘**Health and Family Welfare**’

ii) ii) Nodal Officer* ‘**RIMS/Regional Institute of Medical Sciences-Imphal**’

iii) iii) Employee* select your concerned Reporting Officer from the drop-down List as per above table “eg. abc (abc.rims@nic.in).

iv) Click ‘Save changes’ button.

Step 6: Select “Update Reviewing Officer’s Email” from the main window.

Step 7: Follow the same as of Step 5 (above) and select your concerned Reviewing Officer (Approving Authority) from the drop-down List and Click ‘Save changes’ button.