



M E M O R A N D U M

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**Subject: Review and Identification of Records for Preservation –  
Special Campaign 5.0-reg.**

**No. GEN/4/2025-EST Sec:** In pursuance of Ministry of Health & Family Welfare, Department of Health & Family Welfare (IWSU), Nirman Bhawan, New Delhi O.M. dated **18th August, 2025**, and in line with the guidelines of the Department of Administrative Reforms & Public Grievances (DARPG) issued vide O.M. No. **Q-15011/1/2025-O&M-DARPG dated 1st August, 2025**, all **Sections/Divisions/Units/Departments** in this Institute are requested to undertake the following actions:-

- i. Review their records/files as per the **Record Retention Schedule** prescribed under CSMoP and DARPG guidelines.
  - ii. Identify files/records falling under **Category 'A' and 'B'** which have attained 25 years of age for review.
  - iii. Identify records/files fit for preservation and prepare necessary lists for transfer to the **National Archives of India (NAI)**.
  - iv. Ensure that this exercise is completed during the **Preparatory Phase (15.09.2025 to 30.09.2025)** of **Special Campaign 5.0**, so that progress can be reported during the main campaign period **(02.10.2025 to 31.10.2025)**.
2. All Principals/HoDs/Unit Heads/Supervisory Officers are requested to undertake this exercise and submit a Report on the number of reviewed Files in their custody, with File No. and Subject, along with the classification of Files (Category A, B and C) to the **Section Officer (General) A- Block, RIMS, Imphal, latest by Tuesday, the 23<sup>rd</sup> September, 2025**, so as ensure compliance with the above-mentioned Directions. A copy of the aforesaid O.M. is enclosed for ready reference.
3. This issues with the approval of Director, RIMS, Imphal.

Signed by  
Mecolt Rajkumar Singh  
Date: 02-09-2025 10:06:48  
(R.K. Mecolt Singh)  
Deputy Director (Admn.)

**Copy to:-**

- 1.P.S. to the Director- for kind information of Director RIMS, Imphal.
2. The Medical Superintendent RIMSH, Imphal.

3. All Head's of Department, RIMS, Imphal.
4. The Nodal Officer SAP/Kaya Kalp, RIMS, Imphal.
5. All Section Officer's/Units, RIMS, Imphal.
6. The System Administrator RIMS, Imphal- for uploading the Circular in RIMS Website.