



CIRCULAR

Imphal, the 3rd Nov., 2025

No. B/3587/MISC./2021-RIMS: It has come to the notice that, despite repeated directives (Circulars of even number dated 4th January 2025 and 24th April 2025 – **copy enclosed**), some regular employees of this Institute have not complied with the instruction to update their personal information in the e-HRMS (e-Human Resource Management System) platform. The list of employees with incomplete status is enclosed herewith as **Annexure-I** (uploaded on RIMS Website only).

2. Accordingly, the said employees are once again directed to log in to the e-HRMS portal and update their personal and service-related information, **on or before 14-11-2025**, when this portal will be made live and operational. Thereafter, all service related utilities will be accepted only through e-HRMS in a phase-wise manner. In case of any difficulty, they are advised to contact the General Section, A-Block, RIMS, Imphal, immediately. Failure to comply will be viewed seriously.

3. Further, it is also informed that, with effect from **15-11-2025**, leave applications of all regular employees of RIMS, Imphal, will be processed, through the e-HRMS 2.0 portal only. **Physical Leave applications will no longer be accepted.** In view thereof, the above mentioned employees are hereby given one more final opportunity to get their profiles update completed, so that they do not face any problem later on.

4. In addition, all regular employees of RIMS, Imphal, are also directed to update their concerned **Reporting & Reviewing Officers**, in the e-HRMS portal, so that their leave requests are directed to the correct Controlling Officer and Approving Authority, whose details are enclosed as **Annexure-II**. The sequence of steps for selecting the concerned officers for different categories of regular employees are also indicated therein.

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

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

Copy to :-

1. The P.S. to the Director, RIMS, Imphal. – for kind information to the Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic) i/c, RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Sections/Units, RIMS, Imphal.
7. The P.A. to the Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. All Hostel Wardens, RIMS, Imphal.
10. The Chief Nursing Officer, RIMS Hospital, Imphal.
11. The Executive Engineer, Civil & Electrical, RIMS, Imphal.
12. The Librarian i/c, RIMS, Imphal.
13. The Steward i/c, RIMS, Imphal.
- ✓ 14. The System Administrator, RIMS, Imphal – for uploading on the RIMS website.
15. Concerned file.

They are requested to bring the above notice to the knowledge of the staff working under their control.

03/11/25
(R.K. Mecolt Singh)
Deputy Director (Admn.)