



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)

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C I R C U L A R

No. GEN/MISC/18/2025-Gen Sec: The Ministry of Health and Family Welfare Government of India has *vide* D0 Letter No. 28015/34/2025-H.I dated 01.04.2026, *inter alia*, directed for close monitoring of capacity building of officers and staff across Institutes during discussions related to their work. The Ministry has also devised a structured Annual training program, which is enclosed as **ANNEXURE** for compliance, for imparting training/workshops to employees, in coordination with DteGHS and the Ministry, effective from FY 2025-26.

2. The training/workshops has the following two components: -
 - (i) a virtual component, to be conducted through iGOT portal, within the timeline indicated in the ANNEXURE; and
 - (ii) a physical component, to be conducted physically at ISTM, Delhi, as per their schedule, which will notified by the Institute separately.
3. Accordingly, all regular employees are hereby directed to complete the courses as per the time schedule provided in the Annual Training Programme through iGOT.
4. This issues with the approval of the Director, RIMS, Imphal.

Encl: As stated above.

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

Copy to: -

1. P.S. to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Principal, Dental College, RIMS, Imphal.
4. The Principal, Nursing College, RIMS, Imphal.
5. All the HODs/ Unit Heads, RIMS, Imphal.
6. The CAO/FA, RIMS Imphal.
7. The Accounts Officer/ All Section Officers, RIMS, Imphal.
8. The System Administrator, RIMS, Imphal – *for uploading in RIMS website.*
9. Concerned File.

N.B.: Sl. No. 2 to 7, with the request to bring the contents of this Circular to the knowledge of the employees working under their supervision.

ANNEXURE**Training Programme of Officers/Staff at RIMS Hospital, Imphal**

Stakeholders	Name of the courses	Mode (Physical Vertual)	Course by	Timeline
Director	1. Data Driven Decision Making	IGoT (Virtual)	Institute of Secretariat Training and Management (ISTM)	I Quarter
	2. AI led Digital Transformation in Healthcare		Wadhvani Institute	II Quarter
	3. Procurement of Goods and Services		ISTM	III Quarter
	4. Public Governance Models		ISB Hyderabad	IV Quarter
	5. Public Appraisal and Financial Evaluation Techniques		AJNIFM - Faridabad	As per convenience
Medical Supdt. /Head of Departments	1. Handling of Complaints	IGoT (Virtual)	ISTM	I Quarter
	2. GFR-2017 Procurement		Defence Accounts Department (DAD)	II Quarter
	3. Work Team Resilience		XLRI-Xavier School of Management	III Quarter
	4. Public Governance Models		ISB Hyderabad	IV Quarter
	5. Disciplinary Proceedings in Government		National Academy of Defence Financial Management (NADFM)	As per convenience
Deputy Director/ Chief Account Officer cum Financial	1. Understanding and Managing Stress	IGoT (Virtual)	XLRI – Xavier School of Management	I Quarter
	2. Basics of e-Governance		Indian	II Quarter

Advisor	and Digital India		Institute of Public Administration (IIPA)	
	3. Do's and Don'ts of Social Media		Indian Institute of Mass Communication (IIMC)	III Quarter
	4. Finance and Accounts		DoPT	IV Quarter
	5. Preventive Vigilance		Ministry of Steel	As per convenience
	6. Departmental Promotion Committee and its Functions		Defence Headquarter Training Institutes	As per convenience
AO/Section Officer	1. Conduct Rules	IGoT (Virtual)	ISTM	I Quarter
	2. Framing and Amendment of Recruitment Rules		ISTM	II Quarter
	3. Developing effective soft skills		CRPF	III Quarter
	4. Microsoft Excel for Beginners		Microsoft	IV Quarter
	5. Departmental Promotion Committee and its Functions		Defence Headquarter Training Institutes	As per convenience
	6. Microsoft PowerPoint Beginners		Microsoft	As per convenience
LDC/UDC	1. Office Procedures	IGoT (Virtual)	DoPT	I Quarter
	2. Leave Rules		ISTM	II Quarter
	3. Conduct Rules		ISTM	III Quarter
	4. Developing effective soft skills		CRPF	IV Quarter
	5. Microsoft excel for Beginners		Microsoft	As per convenience
MTSS	1. Leave Rules	IGoT (Virtual)	ISTM	As per convenience

	2. Conduct Rules		ISTM	As per convenience
	3. Artificial Intelligence (AI) - Hindi		Microsoft	As per convenience