



**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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#### OFFICE MEMORANDUM

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Subject: Annual **Capacity Building Plan (ACBP) of RIMS, Imphal for the year 2026-2027** – reg.

**No. GEN/IGOT/1/2025-ESTSec:** In pursuance of the Ministry of Health & Family Welfare, Government of India, Office Memorandum No. **A-11033/11/2026-Trg dated 24.07.2026**, the Annual Capacity Building Plan (ACBP) for the year **2026-27** is hereby notified for implementation at RIMS, Imphal.

2. All regular employees of RIMS, Imphal, shall mandatorily complete a total of **50 hours of learning through the iGOT Karmayogi portal** during the year 2026-27.

3. The prescribed **50 hours of learning** shall be completed in the following two phases:-

- i. 30 hours to be completed by 31<sup>st</sup> December, 2026.
- ii. 20 hours to be completed during the period January 2027 to 31<sup>st</sup> March, 2027.

4. The above learning requirement shall be implemented in accordance with the **Annual Capacity Building Plan (ACBP) of RIMS, Imphal, for the year 2026-27**.

5. As stipulated in the ACBP, **one course shall be assigned to each employee every week**, based on his/her respective Pay Level. Accordingly, **the course assigned for each Pay Level shall be circulated/announced every Monday**, and all concerned employees shall complete the assigned course within the stipulated week.

6. The weekly course for the **1<sup>st</sup> Week, i.e., from 31<sup>st</sup> August, 2026 to 6<sup>th</sup> September, 2026** shall be assigned to employees under the following Pay Level categories:-

| Sl. No. | Level                  | Course                                     | Duration     | Knowledge Partner                                |
|---------|------------------------|--------------------------------------------|--------------|--------------------------------------------------|
| 1.      | Pay level 14 and above | Fundamentals of Public Policy              | 2hrs 21 mins | IIM Bangalore                                    |
| 2.      | Pay level 12 and 13    | Leadership Skills for Professionals        | 2hrs 9 mins  | Manipal University Jaipur                        |
| 3.      | Pay level 11           | Office Procedure - Updated                 | 2hrs 17 mins | Institute of Secretariat Training and Management |
| 4.      | Pay level 4-10         | Procurement in GeM                         | 40 mins      | Coal India Limited (CIL)                         |
|         |                        | Central Civil Services(Conduct) Rules 1964 | 46 mins      | Defence Accounts Department (DAD)                |
| 5.      | Pay level 1-3          | Human Decision Making and its Biases       | 2hrs 18mins  | By Fractal                                       |

7. All employees shall ensure that the assigned courses are completed within the stipulated week and that their course completion is duly reflected on the iGOT Karmayogi portal.

8. The employees may be advised to regularly access the iGOT Karmayogi portal and complete the assigned learning within the prescribed timelines. The course consumption is strictly monitored through Karmayogi Bharat and non-compliance

will be viewed seriously.

9. All Principals, Heads of Departments/Sections/Units and concerned supervisory officers are requested to ensure compliance and encourage timely completion of the assigned weekly courses by employees, under their respective control.

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

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

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A. i/c, RIMS, Imphal.
9. Prof. Nandita Ksh. Dental College, RIMS, Imphal.
10. Librarian i/c , Central Medical Library, RIMS, Imphal.
11. The Chief Nursing Officer i/c, RIMS, Imphal.
12. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
13. All Section Officers, RIMS & RIMS Hospital, Imphal.
14. All members of the Capacity Building Unit (CBU), RIMS, Imphal - with the direction to ensure that the contents of this Office Memorandum are brought to the knowledge of all regular employees and to ensure compliance.
15. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned* .

**Note: Sl. Nos. 3 to 14 are requested to bring this Notice to the knowledge of their subordinate staffs.**