



क्षेत्रीय आयुर्विज्ञान संस्थान, इफाल: 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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website : www.rims.edu.in

**OFFICE ORDER**

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Subject: Official Contact Numbers of Office of Director, RIMS, Imphal, for Better Communication - reg.

**No. GEN/CEB/1/2025-Gen Sec:** In order to improve accessibility and ensure smooth dissemination of important and urgent information and thereby facilitating prompt responses on official matters, all Heads of Departments (HoDs) and other officials of RIMS, Imphal, are hereby requested to save the official contact numbers of the Private Secretary (PS) and Personal Assistant (PA) to the Director, RIMS, Imphal, on their respective personal mobile phone handsets. The contact details are as follows:-

**EPABX Numbers: 0385-2414750 & 0385-2414720**  
**Extension Numbers:-**

- PS to Director: 1111
- PA to Director: 2136

2. All concerned are requested to comply with this directive at the earliest.
3. This issues with the approval of Director, RIMS, Imphal.

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

Copy to:-

1. P.S to the Director, RIMS, Imphal -for kind information of the Director.
2. The Medical Superintendent, RIMS Hospital.
3. The Dean (Academic), RIMS, Imphal.
4. All Heads of Departments/Units/Sections, RIMS, Imphal.
5. The Principal Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. PA to Deputy Director (Admn.), RIMS, Imphal.
8. The Chief Nursing Officer i/c, RIMS, Imphal.
9. The CAO/FA, RIMS, Imphal.
10. All Hostel Wardens, RIMS, Imphal
11. The Librarian i/c, RIMS, Imphal.
12. The Accounts Officer i/c, RIMS, Imphal.
13. All Section Officers, RIMS, Imphal.
14. The System Administrator, RIMS, Imphal - for uploading the above Office Order/Circular in the RIMS website.
15. The Executive Engineer/ AE (Civil & Electrical), RIMS, Imphal.
16. Concerned file.

Signed by  
Mecolt Rajkumar Singh  
Date: 11-03-2025 16:08:52

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