



**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)

Phone : 0385- 2414720  
0385-2414750  
e-mail : rims@rims.edu.in  
website : www.rims.edu.in

**ORDER**

Imphal, the 18<sup>th</sup> December, 2025

**No.1(A)MISC/2023-RIMS:**


It has been observed that some employees are staying back in their offices beyond prescribed office hours and, in certain instances, unauthorised persons are being allowed to enter the office premises on a regular basis. Such practices are not in accordance with the established rules and security norms of the Institute and may pose potential security risks.

2. In this connection, attention is drawn to Rule 3(1)(i), (ii), (iii) and (ix) of the Central Civil Services (Conduct) Rules, 1964, which requires every Government servant to maintain absolute integrity, devotion to duty, do nothing, which is unbecoming of a Government servant, and maintain accountability and transparency. Allowing unauthorised persons into office premises and remaining in office, without official requirement or permission, may amount to misconduct and be viewed as unbecoming of a Government servant, as these actions can seriously compromise office security and discipline.

3. Henceforth, no employee shall remain in the office beyond prescribed office hours, without obtaining prior written permission from the Competent Authority. This restriction shall not apply in cases of Departments conducting academic activities such as CMEs, seminars, examinations, etc., A-Block staff working as per directions of higher authorities, or during visits of Government officials, etc. Further, entry of unauthorised persons into office premises is strictly prohibited under any circumstances.

4. All Heads of Departments/Sections/Units are requested to ensure strict compliance with the above instructions. Any violation of this order will be viewed seriously and may invite disciplinary action, as per the relevant provisions of the CCS (Conduct) Rules, 1964.

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

  
(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, Imphal
3. The Dean (Academics) i/c, RIMS, Imphal
4. The Principal, Dental College, RIMS, Imphal
5. The Principal, College of Nursing, RIMS, Imphal
6. All Heads of Departments/Units/Sections, RIMS, Imphal
7. All Hostel Wardens, RIMS, Imphal
8. The CAO/FA, RIMS, Imphal
9. P.A. to the Deputy Director (Admn.), RIMS, Imphal
10. The Chief Nursing Officer i/c, 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 Liaison Office i/c, RIMS, Imphal
15. The Executive Engineer/ AE (Civil & Electrical), RIMS, Imphal
16. The Caretaker i/c, Jubilee Hall, RIMS, Imphal
17. The System Administrator, RIMS, Imphal – *to upload in the RIMS' official website*
18. The President, MSS, RIMS, Imphal
19. Concerned file