



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपहल: मणिपुर  
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR  
(स्वास्थ्य और परिवारक ल्याणमंत्रालय, भारत सरकार केअंतर्गत एक स्वायत्त संस्थान)  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**O R D E R**

Imphal, the 10<sup>th</sup> March, 2026.

HGEN/COM/SHAC/1/2025-Gen (Hosp): As recommended in Agenda Item No. 7 of the 4th Meeting of the Standing Hospital Affairs Committee held on 18th February, 2026 at 2:30 PM in the Conference Room of the Director, RIMS, the work allocation of the Hospital Stewards are as follows:

Sl. No	Name	Area Coverage
1	Kh. Ashnikumar Singh	<ul style="list-style-type: none"><li>• Kitchen</li><li>• Laundry services</li><li>• Obs abd Gynae OPD</li><li>• New Maternity Block</li></ul>
2	Th. Babu Singh	<ul style="list-style-type: none"><li>• New OPD Block</li><li>• Casualty</li><li>• Blood Bank</li><li>• Psychiatry Ward</li><li>• PMR Ward</li><li>• Sports Medicine Ward</li><li>• RT Ward</li></ul>
3	N. Rakesh Singh	<ul style="list-style-type: none"><li>• Cardiology Office and Wards</li><li>• Nephrology Office and Ward</li><li>• Dermatology Office and ward</li><li>• Psychiatry Office/wards</li><li>• CMHT &amp; PMJAY</li></ul>

**Additional Duties:-**

1. Stewards shall perform additional duties as assigned by the competent authority from time to time.
2. Responsibility includes emergency deployment when required.
3. Support during inspection, VIP visit and special assignments.

This is issued with the approval of the Director, RIMS, Imphal.

Sd/-  
(Prof. N. Sanjib Singh)  
Medical superintendent.

No.HGEN/COM/SHAC/1/2025-Gen (Hosp)

Imphal, the 10<sup>th</sup> March, 2026.

**Copy to:-**

1. The P.S. to Director - for kind information of the Director, RIMS, Imphal.
2. The Principal, Dental College, RIMS, Imphal.
3. The Principal, College of Nursing, RIMS, Imphal.
4. All Heads of Department/Section/Unit, RIMS, Imphal.
5. The Deputy Director (Admn.), RIMS, Imphal.
6. The Casualty Medical Officer, RIMS Hospital, Imphal.
7. The Chief Nursing Officer i/c, RIMS Hospital, Imphal.
8. Senior Nursing Officer, RIMS Hospital, Imphal.
9. The Account Officer, RIMS, Imphal.
10. All Section Officers, RIMS, Imphal.
11. All Section under the Administration Control of Med. Supdt., RIMS Hospital, Imphal.
12. The Liaison Officer, RIMS, Imphal.
13. The Steward, General OPD, RIMS Hospital, Imphal
14. System Administration, RIMS, Imphal - for uploading the notice on the website.
15. Guard file.

Signed by Nepram Sanjib  
Singh  
Date: 10-03-2026 14:40:04

(Prof. N. Sanjib Singh)  
Medical superintendent

