



**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 ORDER

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**No. GEN/MISC/80/2025-Gen Sec:** In order to ensure better co-ordination and align the functioning of the Institute with that of the Ministry of Health and Family Welfare and other Central Medical Institutes in the region, the Office work timing of the Administrative, Academic Office/Colleges and Hospital, will be as follows: -

- i) The Administrative Office timings will be from **9:00 A.M. to 5:30 P.M.** with an obligatory half an hour lunch break (**Monday to Friday**). Saturday will be Holiday, only for those working in the Administrative and **Academic** Offices.
- ii) **The Hospital, Dental & Nursing Colleges and all Academic teaching timings** will be from **9:00 A.M. to 4:30 P.M.**
- iii) For all those working in the Hospital (including Dental and Nursing Colleges), **Saturdays will be half working day** i.e. from **9:00 A.M. to 1:00 P.M.** The 2<sup>nd</sup> Saturday of the month will continue to be a Holiday for those working in the Hospital.
- iv) If 3 (three) holidays fall on three consecutive days, all OPD Services will run on 1(one) day out of these 3 (three) days, which will be compensated for those who work on that day.
- v) For the staff of the Engineering Sections, I.T. Section and NMC AeBAS Cell, the office timing will be same as Sl. Nos ii) and iii) above.
- vi) The timings for the shift duty staff will remain as per their schedule.

2. All Officers/employees are directed to strictly adhere to the above timings and mark their daily attendance in the NMC AeBAS without fail.

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

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

Copy to:-

1. P.S. to Director, RIMS Imphal-for kind information.
2. The Medical Supdt., 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/Sections/Units and Dental College, RIMS, Imphal.
7. All Hostel Warden, RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.

9. The Nodal Officer, AeBAS, RIMS, Imphal - for updating the new timings in the NMC AeBAS system.
10. The Chief Nursing Officer i/c, RIMS, Imphal.
11. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
12. All Section Officers, RIMS & RIMS Hospital, Imphal.
13. The Media Advisor, RIMS, Imphal.
14. The system Administrator, RIMS, Imphal - for uploading the above order and to send by email to all concerned.