



REGIONAL INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute under the Ministry of Health & Family Welfare, Government of India)

IMPHAL : MANIPUR

C I R C U L A R

Imphal, the 29th April, 2015

No. B/2658/2013-RIMS: All the employees of this institute are requested to kindly donate voluntarily and generously to the **Prime Minister's National Relief Fund** to share the tragedy and to extend help to the Earthquake victims of Nepal.

In view of the above, it is appealed to all the employees of this institute to kindly donate half a day's salary towards this cause. All those who are willing to contribute may kindly submit their willingness to the **Bill Section, Administrative Block, RIMS, Imphal** in the enclosed proforma on or before 15th May, 2015. Your generous help will make difference to the thousands of earthquake victims of Nepal.

(Prof. S. Rita Devi)

Director,

Regional Institute of Medical Sciences,
Imphal

Copy to:-

1. The Medical Superintendent, RIMS Hospital, Imphal.
2. The Dean (Academic), RIMS, Imphal.
3. The Principal, Dental College, RIMS, Imphal.
4. The Principal, College of Nursing, RIMS, Imphal.
5. All Heads of Departments/Units/Sections, RIMS, Imphal.
6. The Deputy Director (Admn), RIMS, Imphal.
7. The C.A.O./F.A., RIMS, Imphal.
8. All Hostel Wardens, RIMS, Imphal.
9. The Nursing Suptd., RIMS Hospital, Imphal.
10. The Librarian i/c, RIMS, Imphal.
11. The Executive Engg. (Civil), CWS, RIMS, Imphal.
12. The Assistant Engg. (Electrical), CWS, RIMS, Imphal.
13. The Administrative Officer, RIMS, Imphal.
14. The Accounts Officer, RIMS, Imphal.
15. All S.O. Gen/Accounts/Acad/Bill Asstt., RIMS, Imphal.
16. The System Administrator, RIMS, Imphal- **To upload on the institute's website.**
17. All Notice Boards.

They are requested to bring the above information to the knowledge of staff working under their control.

Copy for information: -

The Deputy Secretary (NE), Ministry of Health & Family Welfare, GoI, New Delhi.



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WILLINGNESS PROFORMA

I, Prof./Dr./Shri/Smt./Ms.,

Designation Department of

hereby agree to contribute half a day's salary to the Prime Minister's National Relief Fund for the cause of the Earthquake victims of Nepal.

Date:

Signature:

Name:

To

Section Officer,
Bill Section, RIMS, Imphal