



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

Subject: Streamlining of Leave Applications and Joining Reports through e-HRMS 2.0 regarding.

No.: GEN/MISC/15/2026-GenSec: In continuation of the existing instructions regarding use of eHRMS 2.0 and in partial modification of this Office Order No. GEN/MISC/15/2026-GenSec dtd. 28-09-2026, it is hereby informed that all **regular employees of RIMS covered under e-HRMS 2.0** shall submit their Leave Applications and Joining Reports through the e-HRMS portal.

2. Accordingly, all concerned shall note/ensure the following:

- I. All Leave applications, except study leave, shall henceforth be submitted through **e-HRMS 2.0** and processed through the prescribed workflow.
- II. **Joining Reports after availing leave** shall also be submitted through e-HRMS immediately on resumption of duty.
- III. Applications for **extension of leave**, whenever and wherever required, shall also be submitted through e-HRMS before expiry of the sanctioned leave, as far as practicable.
- IV. The recommendation of the HODS/Controlling Officers is compulsorily **required before** forwarding the Leave Applications and Joining Reports in e-HRMS.
- V. **No separate physical application shall be processed for cases already submitted through e-HRMS**, so as to avoid duplication of work and unnecessary movement of files.
- VI. Employees not covered under e-HRMS 2.0 shall continue to follow the existing procedures.
- VII. Applications relating to **Leave Travel Concession (LTC), Special Casual Leaves (SCLs)** involving financial and sanction (eg. TA/DA) etc. shall continue to be processed through **physical form after the leave is approved through e-Office portal**.
- VIII. For faculty members, the Annual Limit of 42 days SCL (Special Casual Leave) shall also include all types of SCL including External Examiner's Duty.

IX. For applying "Leave Type> **Special Casual Leaves**" through e-HRMS portal, kindly select "**Reason**" as follows:

a)for-Conferences/Workshops,Meetings >"**ATTENDING MEETING OF SCIENTIFIC ASSOCIATIONS AND CO-OPERATIVE SOCIETIES ETC.**"

b)for-External Examiner's Duty > "**OTHERS**"

3. All concerned are requested to **strictly follow the above instructions with immediate effect.**

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

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 09-10-2026 17:42:24

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to :-

1. The P.S. to the Director, RIMS, Imphal. – for kind information of the Director.
 2. The Medical Supdt., RIMS Hospital, Imphal.
 3. The Dean (Academic) i/c, RIMS, Imphal.
 4. The Principal, Dental College & CON, RIMS, Imphal.
 5. All Heads of Departments/Units/Sections, RIMS, Imphal.
 6. The P.A. to the Deputy Director (Admn.), RIMS, Imphal.
 7. The C.A.O./F.A., RIMS, Imphal.
 8. All Hostel Wardens, RIMS, Imphal.
 9. The Administrative Officer, RIMS, Imphal.
 10. All S.O s, RIMS, Imphal.
 11. The System Administrator, RIMS, Imphal. - to upload the order on RIMS website.
 12. Concerned file.
- (Sl. no. 2 to 5, to kindly inform the relevant staff working under their supervision.)