



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

M E M O R A N D U M

- No. GEN/IGOT/1/2025-ESTSec:** Attention of all regular employees is drawn to the Institute's Office Memorandum of even number dated 14/09/2026 regarding the Annual Capacity Building Plan (ACBP) of RIMS, Imphal, for the year 2026–2027, and notifying the directions of the Ministry for completion of the Weekly ACBP course during the 3rd Week, i.e., from 14th September, 2026 to 20th September, 2026.
2. It has been observed that, though many of the regular employees have completed the said weekly Course, many of them have not consumed these mandated Courses within the stipulated period. A list of the employees, who are yet to complete these Courses are enclosed herewith as **ANNEXURE**.
3. As per the directions of the Department of Personnel & Training (DoPT), Government of India, non-compliance with the aforesaid instructions may adversely affect the Annual Performance Appraisal Reports (APARs) of the employees concerned.
4. Accordingly, it is once again impressed upon the employees listed in the **ANNEXURE** to consume the weekly Course, assigned for their respective Pay level, at the earliest, along with the weekly Course for Week-III, which was notified vide Memorandum of even number dated 14.09.2026, within this week i.e., from 14.09.2026 to 20.09.2026, as the performance of the Institutes are being monitored at the Ministry level.
5. This issues with the approval of the Director, RIMS, Imphal.

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

Copy to:-

1. The P.S. to Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academics)i/c, RIMS, Imphal.
4. All Heads of Departments/Sections/Units, RIMS, Imphal.
5. The Principal, Dental College, RIMS, Imphal.
6. The Principal, College of Nursing, RIMS, Imphal.
7. The P.S. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. Prof. Nandita Ksh. Dental College, RIMS, Imphal.
10. Librarian i/c, Central Medical Library, RIMS, Imphal.
11. The Chief Nursing Officer i/c, RIMS, Imphal.
12. Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
13. Administrative Officer, RIMS, Imphal.
14. All Section Officers, RIMS & RIMS Hospital, Imphal.
15. All members of the Capacity Building Unit (CBU), RIMS, Imphal - with the direction to ensure that the contents of this Office Memorandum are brought to the knowledge of all regular employees and to ensure compliance.
16. The System Administrator, RIMS, Imphal- *for uploading the above order and to send by email to all concerned.*

Note: Sl. Nos. 3 to 15 are requested to bring this Notice to the knowledge of their subordinate staffs.

ANNEXURE

Level 14 and Above:-

Name	Designation
Leisangthem Tarinita Devi	Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Prithwiraj Das	Nursing Officer
2	Khoirom Biteshwori Devi	Nursing Officer
3	Ngangbam Roshni Devi	Nursing Officer
4	Chingangbam Ushakiran Devi	Assistant Section Officer
5	Wiakhom Randhoni Devi	Laboratory Technician
6	Laimayum Karuna Devi	Laboratory Technician
7	Soibam Inaobi Devi	Nursing Officer
8	Moirangthem Phuleshwari Devi	Nursing Officer
9	Leitangthem Nirupama Devi	Nursing Officer
10	Bal Regina Lama	Nursing Officer
11	Konjengbam Inaobi Devi	Nursing Officer
12	Heikrujam Nandita Devi	Nursing Officer
13	Waribam Urmila Devi	Nursing Officer
14	Laitonjam Heitombi Devi	Senior Nursing Officer
15	Grace Khamngaihlun	Senior Nursing Officer
16	S. Angshel	Upper Division Clerk

Level 1-3:-

Sl.No.	Name	Designation
1	Moumita Maity	Laboratory Attendant
2	Akshay Kumar	Multi Tasking Staff
3	Kg Meithaingam	Chowkidar
4	Athokpam Milankumar Singh	Cook
5	Kshetrimayum Munindro Singh	Mali
6	Sangita Kumari	Multi Tasking Staff
7	Amarjeet Rana	Multi Tasking Staff
8	Saroj Kumar	Multi Tasking Staff
9	Manisha Meena	Multi Tasking Staff
10	Kamkhojang Khongsai	Sweeper