क्षेत्रीय आयुर्विज्ञान संस्थान, इंफाल: 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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M E M O R A N D U M

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No.GEN/IGOT/1/2025-ESTSec: Attention of all regular employees is drawn to the Institute's Office Memorandum of even number dated 20/10/2026 regarding the Annual Capacity Building Plan (ACBP) of RIMS, Imphal, for the year 2026–2027, and the Weekly ACBP course to be consumed by them during the 8th to 11th Week, i.e., from 19th October to 15th November, 2026.

2. It has been observed that, many of the regular employees have still not consumed the mandated Courses for previous Weeks viz., Weeks 1st to 11th, within the stipulated period. A list of the employees, who are yet to complete the Courses for **the above weeks** 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, as the performance of the Institutes are being monitored at the Ministry level.

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

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 12-11-2026 09:59:22

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to:-

1. The P.S. to the Director,RIMS, Imphal.
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.*

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

ANNEXURE

Week 1

Level 14 and above:-

Name	Designation
Yengkhom Govindaraj Singh	Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Madhu Sudan Bhardwaj	Nursing Officer
2	Saya Mutum	Nursing Officer
3	Naorem Tamphamani Devi	Nursing Officer
4	Leitanthem Nirupama Devi	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Chanambam Boboi	Multi Tasking Staff
2	Leishangbam Milan Singh	Attendant
3	Laishram Shankarjit Singh	Multi Tasking Staff
4	Elangbam Bishorjit Singh	Lower Division Clerk

Week 2

Level 4 – 10:-

Name	Designation
Ngangbam Roshni Devi	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Ng Teriza	Sweeper
2	Sandeep Kanwal	Multi Tasking Staff
3	Kamkhojang Khongsai	Sweeper

Week 3

Level 4 – 10:-

Sl.No.	Name	Designation
1	Prithwiraj Das	Nurse
2	Soibam Inaobi Devi	Nursing Officer
3	Grace Khamngaihlun	Senior Nursing Officer
4	Waribam Urmila Devi	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Kamkhojang Khongsai	Sweeper
2	Prakash	Multi Tasking Staff
3	Athokpam Milankumar Singh	Cook

Week 4

Level 4 – 10:-

Sl.No.	Name	Designation
1	Ningthoujamranjanadevi Ranjana	Nursing Officer
2	Shougaijam Chitaranjan Singh	Nursing Officer
3	Thounaojam Sanalata Devi	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Irengbam Komol Singh	Attendant
2	Athan Kabui	Sweeper
3	G Janggaimei	Sweeper
4	Heshoru	Sweeper
5	Loitongbam Memchoubi Devi	Attendant

Week 5

Level 14 and Above:-

Name	Designation
Dr Jayshree Phurailatpam	Professor

Level 4 – 10:-

Name	Designation
Yambem Ashangbi Devi	Nursing Officer

Level 1-3:-

Name	Designation
M Lina	Sweeper

Week 6

Level 4 – 10:-

Sl.No.	Name	Designation
1	Jayarani Thounaojam	Dental Hygenist

Level 1-3:-

Sl.No.	Name	Designation
1	Soyam Chandralekha Devi	Attendant
2	Konjengbam Inakhunbi Devi	Attendant

Week 7

Level 1-3:-

Sl.No.	Name	Designation
1	Konjengbam Inakhunbi Devi	Attendant
2	Rk Shantibala Devi	Attendant
3	Soyam Chandralekha Devi	Attendant
4	Bm Wasim Sarfaj	Multi Tasking Staff

5	M Lina	Sweeper
6	Adikarimayum Rishikesh Sharma	Cook
7	Oinam Angouba Singh	Attendant
8	A Lorho	Attendant
9	Athokpam Milankumar Singh	Cook

Week 8

Level 14 and above:-

Name	Designation
Nongmaithem Romi Singh	Professor

Level 11:-

Name	Designation
Dr Memota Laishram	Assistant Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Anandi Devi	Nursing Officer
2	Koijam Mangaltabi Chanu	Nursing Officer

Week 9

Level 4 – 10:-

Sl.No.	Name	Designation
1	Wahengbam Malvika	Tutor
2	Ksh Rojen Singh	Dental Hygenist
3	Kangjam Kamalpriya Devi	Nursing Officer
4	Irom Bisheshwori Devi	Nursing Officer
5	Elangbam Premila Chanu	Senior Nursing Officer
6	Leitanthem Nirupama Devi	Nursing Officer
7	Malangmei Mariakdinang	X-Ray Technician
8	Laitonjam Heitombi Devi	Senior Nursing Officer
9	Moirangthem Sardakiran Devi	Dental Hygenist
10	Saksham Thapliyal	Nurse
11	Nongmaithem Pramodini Devi	Senior Nursing Officer

Level 1 – 3:-

Name	Designation
Soyam Chandralekha Devi	Attendant