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 previous Week viz., Week XI mandated Courses, within the stipulated period. A list of the employees, who are yet to complete the Courses of **the above week** 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-XII**, which was notified vide Memorandum of even number dated 16.11.2026, within this week i.e., from 16.11.2026 to 22.11.2026, as the performance of the Institutes are being monitored at the Ministry level.

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

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 17-11-2026 10:41:01

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to:-
1. The P.S. to 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 11

Level 14 and Above:-

Sl. No.	Name	Designation
1	Khuraijam Sucheta Devi	Professor
2	Sharmila Laishram	Professor
3	Roel Langshong	Professor
4	Karam Romeo Singh	Professor
5	Loukrakpam Nataraj Singh	Professor
6	Shantibala Konjengbam	Professor
7	Vijaya Elangbam	Professor

Level 12 and 13:-

Sl. No.	Name	Designation
1	Linda Marangmei	Associate Professor
2	Dr Khumanthem Savana	Associate Professor
3	Shan Damrolien	Associate Professor
4	Sagolsem Chandarani	Associate Professor

Level 11:-

Name	Designation
Dr Naorem Ranju Devi	Assistant Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Hemam Bijaya Devi	Laboratory Technician
2	Sougrakpam Simon Singh	Laboratory Technician
3	Chabungbam Babina Devi	Medical Social Worker
4	Prithwiraj Das	Nursing Officer
5	Rk Mirnalini	Nursing Officer
6	Ningombam Gunita Devi	Nursing Officer
7	Nongthombam Elizabeth	Nursing Officer
8	Moirangthem Bina Devi	Nursing Officer
9	Oinam Surmangol Singh	Nursing Officer
10	Heisnam Sanaton Chanu	Nursing Officer
11	Soubam Premita Devi	Nursing Officer
12	Laikangbam Juliya	Nursing Officer
13	Khwairakpam Bidyarani Devi	Nursing Officer
14	Yumkham Viveka Devi	Nursing Officer
15	Khwairakpam Thajamanbi Devi	Nursing Officer
16	Ningombam Sharmila Devi	Nursing Officer
17	Gurumayum Purnarani Devi	Nursing Officer
18	Asem Chaoba Devi	Nursing Officer
19	Madhu Sudan Bhardwaj	Nursing Officer
20	Peimi Jojo	Nursing Officer
21	Khundrakpam Luwangleima Devi	Nursing Officer

22	Monalisa Khaidem	Nursing Officer
23	Huidrom Maipakpi Devi	Nursing Officer
24	Hemam Roshna Devi	Nursing Officer
25	Khaidem Sangeeta Chanu	Nursing Officer
26	Tannu Kumari	Nursing Officer
27	Thokchom Thokchom Eliza Devi	Nursing Officer
28	Yaikhom Biken Singh	Radiographer
29	Naorem Gambhir Singh	Radiographer
30	Naorem Sarda Devi	Senior Nursing Officer
31	Heisnam Romashanti	Senior Nursing Officer
32	Rapaobamai Lunii Martha	Senior Nursing Officer
33	Huidrom Pratima Devi	Senior Nursing Officer
34	Takhelmayum Daliya Devi	Senior Nursing Officer
35	Hijam Lata Devi	Senior Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Wangjam Biren Singh	Attendant
2	Pokhoru	Attendant
3	Loitongbam Babu Singh	Chowkidar
4	Athokpam Milankumar Singh	Cook
5	Rajkumar Devkumar	Dark Room Assistant
6	N Rajen Singh	Driver
7	Asif Khan	Laboratory Assistant
8	Khwairakpam Gandhi Singh	Lower Division Clerk
9	Rahul Sharma	Lower Division Clerk
10	Hemant Soni	Multi Tasking Staff
11	Manoj Kumar Meena	Multi Tasking Staff
12	Harish Chauhan	Multi Tasking Staff
13	Golu Singh	Multi Tasking Staff
14	Suraj Mahawar	Multi Tasking Staff
15	Moirangthem Premier Singh	Multi Tasking Staff
16	Ringphunlung Gangmei	Multi Tasking Staff
17	Laishram Sushma Devi	Multi Tasking Staff
18	Manisha Meena	Multi Tasking Staff
19	Potshangbam Somorjit Singh	Operation Theatre Assistant
20	Ramchandra Mukhiya	Sweeper