



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपहाल: 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 21/09/2026 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 4<sup>th</sup> to 7<sup>th</sup> Week, i.e., from 21<sup>st</sup> September to 18<sup>th</sup> October, 2026.

2. It has been observed that, though many of the regular employees have completed the said weekly Course, many of them have, either not consumed these mandated Courses within the stipulated period; or have completed other courses not earmarked for that particular week. 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-V, which was notified vide Memorandum of even number dated 21.09.2026, within this week i.e., from 28.09.2026 to 04.10.2026, 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. The Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
13. The 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

**Level 12 - 13:-**

| Name                       | Designation         |
|----------------------------|---------------------|
| Dr. Keisham Lokendra Singh | Associate Professor |

**Level 11:-**

| Sl.No. | Name                  | Designation         |
|--------|-----------------------|---------------------|
| 1      | Dr. T Ratanmani Singh | Assistant Professor |
| 2      | Dr. Salam Sushila     | Assistant Professor |

**Level 4 – 10:-**

| Sl.No. | Name                         | Designation           |
|--------|------------------------------|-----------------------|
| 1      | Moirangthem Ashalata Devi    | Nursing Officer       |
| 2      | Lairenjam Razia Devi         | Nursing Officer       |
| 3      | Ningthoujam Ranjana Devi     | Nursing Officer       |
| 4      | Chanam Joymati Chanu         | Nursing Officer       |
| 5      | Athokpam Rojita Devi         | Nursing Officer       |
| 6      | Athokpam Binodini Devi       | Nursing Officer       |
| 7      | Ranjita Naoroibam            | Nursing Officer       |
| 8      | Thokchom Thokchom Eliza Devi | Nursing Officer       |
| 9      | Wiakhom Randhoni Devi        | Laboratory Technician |
| 10     | Khaidem Sangeeta Chanu       | Nursing Officer       |
| 11     | Surjalata Ahongsangbam       | Nursing Officer       |
| 12     | Saya Mutum                   | Nursing Officer       |
| 13     | Ningombam Sharmila Devi      | Nursing Officer       |
| 14     | Haobijam Joykumar Singh      | Upper Division Clerk  |
| 15     | Bal Regina Lama              | Nursing Officer       |
| 16     | Khoirom Bishwamita Singh     | Technician            |

**Level 1-3:-**

| Sl.No. | Name                      | Designation                 |
|--------|---------------------------|-----------------------------|
| 1      | Md Fakhruddin             | Attendant                   |
| 2      | Geeta Gayakwad            | Multi Tasking Staff         |
| 3      | K G Athon Rongmei         | Attendant                   |
| 4      | Akoijam Bigyananda Singh  | Attendant                   |
| 5      | Kh Romita Devi            | Lower Division Clerk        |
| 6      | Akshay Kumar              | Multi Tasking Staff         |
| 7      | Keisham Ibochou Singh     | Sweeper                     |
| 8      | Ahanthem Imocha Singh     | Sweeper                     |
| 9      | Nameirakpam Sorojini Devi | Attendant                   |
| 10     | Pokhoru                   | Attendant                   |
| 11     | Ajay Kumar Meena          | Multi Tasking Staff         |
| 12     | Laishram Binita Devi      | Operation Theatre Assistant |
| 13     | Yumnam Budhichandra Singh | Attendant                   |
| 14     | Jendai Kamei              | Attendant                   |
| 15     | Irengbam Komol Singh      | Attendant                   |
| 16     | SagoIsem Ganga Devi       | Operation Theatre Assistant |
| 17     | Khangailu Rongmei         | Sweeper                     |
| 18     | Manisha Meena             | Multi Tasking Staff         |
| 19     | Kg Meithaingam            | Chowkidar                   |
| 20     | Kimcha                    | Attendant                   |
| 21     | Athan Kabui               | Sweeper                     |
| 22     | G Janggaime               | Sweeper                     |
| 23     | Vikram Kumar              | Multi Tasking Staff         |

|    |                              |                      |
|----|------------------------------|----------------------|
| 24 | Vinod                        | Laboratory Assistant |
| 25 | Nishant Sharma               | Multi Tasking Staff  |
| 26 | Loitongbam Memchoubi Devi    | Attendant            |
| 27 | Saroj Kumar                  | Multi Tasking Staff  |
| 28 | Laitonjam Indrakumar         | Driver               |
| 29 | Labuktongbam Suraj<br>Sharma | Multi Tasking Staff  |
| 30 | Suraj Mahawar                | Multi Tasking Staff  |