



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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OFFICE ORDER

Subject: Guidelines for Submission of Applications for Examination Duties, Conferences/Workshops, Training Programmes, etc.

No. GEN/MISC/15/2026-GenSec: In continuation to this Office Order No. B/3587/MISC./2021-RIMS dtd. 18-12-2025, it is hereby informed that all Faculty members/Group-A Officers, including Heads of Departments, Principals of the Dental College and College of Nursing, shall submit the applications for Examination Duties (External/Internal), Conferences/Workshops, Training Programmes, etc., to the **Administrative Officer, A-Block, RIMS, Imphal**, either through **e-Office portal** or in **physical form**.

2. Such applications shall not be processed through e-HRMS 2.0 portal until further orders.

3. This Office Order shall come into force with immediate effect.

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

(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.)