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 IX 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-X**, which was notified vide Memorandum of even number dated 20.10.2026, within this week i.e., from 02.11.2026 to 08.11.2026, 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
R K MECOLT SINGH
Date: 04-11-2026
18:00:01

(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.*

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

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ANNEXURE

Week 9

Level 14 and Above:-

Name	Designation
Dr. Loukrakpam Nataraj Singh	Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Bal Regina Lama	Nursing Officer
2	Wahengbam Malvika	Tutor
3	Ksh Rojen Singh	Dental Hygenist
4	Kangjam Kamalpriya Devi	Nursing Officer
5	Irom Bisheshwori Devi	Nursing Officer
6	Thingbaijam Romita Devi	Nursing Officer
7	Koijam Denita Devi	Nurse
8	Elangbam Premila Chanu	Senior Nursing Officer
9	Leitanthem Nirupama Devi	Nursing Officer
10	Naorem Aruna Devi	Nursing Officer
11	Huidrom Nilachandra Singh	Upper Division Clerk
12	Oinam Surmangol Singh	Nursing Officer
13	Maimom Somola Devi	Nursing Officer
14	Malangmei Mariakdinang	X-Ray Technician
15	Laitonjam Heitombi Devi	Senior Nursing Officer
16	Moirangthem Sardakiran Devi	Dental Hygenist
17	Saksham Thapliyal	Nurse
18	Nongmaithem Pramodini Devi	Senior Nursing Officer
19	Wangambam Nomita Devi	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Soyam Chandralekha Devi	Attendant
2	Mayengbam Bijen Singh	Laboratory Assistant