



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: 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

No.GEN/MISC/21/2025-ESTSec: In continuation of this Institute's Office Memorandum of even number dated 07/09/2026 regarding the Annual Capacity Building Plan (ACBP) of RIMS, Imphal, for the year 2026-2027, and the Weekly ACBP course during the 2nd Week, i.e., from 07th September, 2026 to 13th September, 2026, it is observed that, some of the regular employees have not consumed these mandated Courses within the stipulated period. A list of employees, who are yet to complete these Courses is enclosed as **ANNEXURE**.

2. Attention of the regular employees is again drawn to the directions of the Department of Personnel & Training (DoPT), Government of India, in this regard and also reminded that non-compliance with the aforesaid instructions may adversely affect the Annual Performance Appraisal Reports (APARs) of the employees concerned.

3. Accordingly, it is once again impressed upon the employees listed in the **ANNEXURE** to consume the weekly Courses (both 1st and 2nd Week, if not done), assigned for their respective Pay level, at the earliest, along with the weekly Course for Week No.3, which was notified vide Memorandum of even number dated 14.09.2026, within this week i.e., from 14.09.2026 to 20.09.2026, as the performance of the Institutes are being monitored at the Ministry level.

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

Encl: As stated above.

(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 and to send by email to all concerned.*

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

ANNEXURE

Level 14 and Above

Sl.No.	Name	Designation
1	Paonam Shyamasakhi Devi	Professor
2	Khuraijam Sucheta Devi	Professor
3	Nongmaithem Romi Singh	Professor
4	Karam Romeo Singh	Professor
5	Ningthoujam Anita Devi	Professor
6	Longjam Eshori	Professor

Level 11

Sl.No.	Name	Designation
1	Chongtham Pravina	Assistant Professor

Level 4 – 10

Sl.No.	Name	Designation
1	Leishangthem Geeta Devi	Laboratory Technician
2	Oinam Premabati Devi	Nursing Officer
3	Moirangthem Bina Devi	Nursing Officer
4	Aheibam Asha Devi	Nursing Officer
5	Bankim Ningthoujam	Tutor
6	Shushanti Mutum	Medical Social Worker
7	Gyaitri Sandham	Nursing Officer
8	Ngangbam Roshni Devi	Nursing Officer
9	Leishangthem Bidyarani Devi	Library and Information Assistant
10	Soubam Premita Devi	Nursing Officer
11	Naorem Gambhir Singh	Radiographer
12	Abdul Mannan	Nursing Officer
13	Takhelmayum Deeptimala Devi	Senior Nursing Officer
14	Subhalaxmi Yanglem	Nursing Officer
15	Senjam Meena Devi	Nursing Officer
16	Wahengbam Ranbir Singh	Medical Social Worker
17	Athokpam Binodini Devi	Nursing Officer

Level 1-3

Sl.No.	Name	Designation
1	Suraj Mahawar	Multi-Tasking Staff
2	Nameirakpam Ronald Singh	Attendant
3	Ng Teriza	Sweeper
4	Boiboy Ningthoujam	Surgical Dresser
5	Ng Yongiru	Attendant
6	Sandeep Kanwal	Multi-Tasking Staff
7	Akshay Kumar	Multi-Tasking Staff
8	Sarangthem Francis	Multi-Tasking Staff
9	Kethavath Pandu	Multi-Tasking Staff
10	Jendai Kamei	Attendant
11	Kamkhojang Khongsai	Sweeper