



CIRCULAR
Imphal, the 1st October, 2026

HGEN/SAP/KAYA/10/2025-Gen (Hosp): In pursuance of Ministry of Health & Family Welfare, Government of India, Office Memorandum **No. I.25015/01/2026-IWSU dated 14th August, 2026**, this institute will actively participate in the observance of 'Special Campaign 6' for institutionalizing and minimizing pendency in Government offices from 2nd October to 31st October 2026.

2. The objective of *Special Campaign 6* is to institutionalize **Swachhata (cleanliness)** and minimize **pendency of matters** in Government offices with special emphasis on effective e-waste management, space optimization, record management, and improved workplace environment.

3. **Prof. G. Sunil Kumar Sharma**, Director, RIMS, Imphal will launch the Special Campaign 6 for institutionalizing Swachhata and minimizing pendency, during the celebration of Gandhi Jayanti/Swachh Bharat Diwas on **2nd October 2026 at 11:00 AM** at old OPD Block, RIMS Hospital, Imphal

4. The Dean (Academic), Principal of Dental College/College of Nursing, Heads of Departments/Units, faculty members, Chief Nursing Officer, officials, staff, and students are requested to actively participate in the inauguration & the activities.

5. The programs detailing or outlining the day-wise plan for the campaign is enclosed as **Annexure**.

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

Sd/-

(Prof. N. Sanjib Singh)
Medical Superintendent

Memo No. **HGEN/SAP/KAYA/10/2025-Gen (Hosp)**

Copy to –

1. The P.S. to the Director, RIMS, for kind information of the Director, RIMS, Imphal
2. The Dean, I/C (Academic), RIMS, Imphal.
3. The Principal, Dental College / College of Nursing, RIMS, Imphal.
4. All Heads of Departments/Units/Section, RIMS, Imphal.
5. The Nodal Officer, SAP/Kaya Kalp, RIMS, Imphal.
6. All Hostel Wardens, RIMS, Imphal
7. The Deputy Director (Admn.) / Chief Accounts Officer, RIMS, Imphal.
8. The Chief Nursing Officer, I/C RIMS Hospital, Imphal.
9. The Executive Engineer (Civil) / AE (Elect/Civil), RIMS, Imphal.
10. The System Administrator, RIMS, Imphal –*request to upload in the RIMS website*.
11. The In-charge, MRO, Animal House, Dietician, Laundry, CSSD, Gymkhana, Jubilee Hall, MSK, MSK-I/II, Banting Hall, Library, RIMS, Imphal
12. The President/Secretary, RIMMSU, RIMS, Imphal.
13. The Media Advisor/ Photographer, RIMS, Imphal.
14. The Steward, RIMS Hospital, Imphal
15. The President/Vice President, CRED/MSS, RIMS, Imphal.
16. The Concerned file.

(Prof. N. Sanjib Singh)
Medical Superintendent

ANNEXURE - I

ACTIVITIES / DAY-WISE PLAN TO BE UNDERTAKEN UNDER *SPECIAL CAMPAIGN 6* AT RIMS, IMPHAL, FROM 2nd October to 31st October 2026

Sl. No.	Date	Departments/ Units/ Sections	Targets/ Particular	Team
01	02.10.2026 Friday 11:00 AM	Director, Medical Superintendent, Faculty members, Official and Staff	Launching of Special Campaign 6.0 and celebrations of Swachh Bharat Diwas	RIMS, CRED & MSS
		RIMS and CRED	Roadside of Burn Gate no. 2 to Main Gate	CRED
		RIMS and MSS	Roadside of BSNL office to Main Gate	MSS
02	03.10.2026 Saturday 06:30 am to 11:00 am	RIMS and CRED	Roadside of Main Gate to Departmental Store	CRED
		RIMS and MSS	Roadside & surrounding of New Psychiatry to Guest House & Creche Centre	MSS
03	04.10.2026 Sunday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of New OPD Block, X-Ray, Departments of Medicine & Surgery Cleaning	All the HODs, Faculty members, Staff and CRED
		Concerned Department and MSS	Cleaning roadside of Old Psychiatry Department to Mortuary & surrounding and premises of Animal House	Concerned staff and MSS
04	05.10.2026 Monday 06:30 am to 11:00 am	All concerned in charge and CRED	Cleaning of premises of Casualty Block, Trauma & Neuro Block and old Blood Bank, CMHT & PMJAY	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of premises of Ladies Hostel 1, 2 & Shiroi	Wardens, Staff, Students and MSS
05	06.10.2026 Tuesday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of Surgery Wards, Burn SICU, Department of Respiratory/Dermatology/Orthopaedics and Chest/Urology wards.	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of roadside and premises of Intern (Marjing) hostel & Thangjing house (hostel-2)	Wardens, Staff, Students and MSS
06	07.10.2026 Wednesday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of Paediatric Block & ENT block	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of roadside and premises of Koubru house & Baruni House	Wardens, Staff, Students and MSS
07	08.10.2026 Thursday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of Premises of Medicine Wards, MITU, MICU	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of roadside and premises of PG Hostel & Teineipui	Wardens, Staff, Students and MSS
08	09.10.2026 Friday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of RT Block, Special Wards, Cath Lab, CTVS	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of roadside and premises of UG Boys Hostel 5, Heibok House & Lokpa House	Wardens, Staff, Students and MSS

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09	10.10.2026 Saturday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of Eye Block, Main OT & MS Office/Nursing/Emergency Lab/ Urology Department & Dialysis	All the HODs, Faculty members, Staff and CRED
		RIMS and MSS	Cleaning of surrounding of playground & RIMS Quarter Complex	MSS & Quarter Committee
10	11.10.2026 Sunday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of A-Block, Department of Physiology, Biochemistry & Anatomy	All the HODs, Faculty members, Staff and CRED
		RIMS and MSS	Cleaning of surrounding of playground	MSS
11	12.10.2026 Monday 06:30 am to 11:00 am	All concerned in charge and CRED	Cleaning of Roadside of MS Quarter to Kundolei & Premises of Kundolei Hostel	Wardens, Staff, Students and CRED
		RIMS and MSS	Cleaning of roadside of old Dental to Gents Hostel Gate old PP parking	MSS
12	13.10.2026 Tuesday 06:30 am to 11:00 am	All concerned in charge and CRED	Cleaning of roadside of Ladies Hostel-3 to opposite to RT gate and premises of Hostel -3	Wardens, Staff, Students and CRED
		All concerned in charge and MSS	Cleaning of premises of Banting Hall & old Forensic	RIMS, MSS
13	14.10.2026 Wednesday 06:30 am to 11:00 am	CRED and MSS	Cleaning of surrounding and premises of PMR & Sports Medicine block	CRED, MSS
14	15.10.2026 Thursday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of surrounding premises of old & new Psychiatric Block	All the HODs, Faculty members, Staff and CRED
		All concerned in charge and MSS	Cleaning of surrounding and premises of UG Ladies Hostel 3-4	Wardens, Staff, Students and MSS
15	16.10.2026 Friday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of surrounding and premises of Morgue, New Forensic Department & New Community Medicine	All the HODs, Faculty members, Staff and CRED
		Physical Education Section, Mali and MSS	Cleaning of surrounding and Premises of Jubilee Hall and Main Garden	Physical Education Section, Mali and MSS
16	17.10.2026 Saturday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of CSSD, Store I & II, Kitchen	All the HODs, Faculty members, Staff and CRED
		MSS	Cleaning of roadside of MTDL to morgue gate	MSS
17	18.10.2026 Sunday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of New Maternity, Laundry, New Blood Bank & Old Dental Building (DSA)	All the HODs, Faculty members, Staff and CRED
		MSS	Cleaning of roadside of Morgue gate to SIB gate	MSS

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18	19.10.2026 Monday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of premises of Department of Microbiology, Pathology, Pharmacology, VRDL, MRDU and Central Library	All the HODs, Faculty members, Staff and CRED
		Concerned Department and MSS	Cleaning of premises and surrounding of New Academic Block	Faculty members, Staff and MSS
19	20.10.2026 Tuesday	RIMS, CRED, MSS 06:30 am to 11:00 am	Cleaning of roadside of Doctor's Colony	RIMS, CRED, MSS
20	21.10.2026 Wednesday			
21	22.10.2026 Thursday			
22	23.10.2026 Friday			
23	24.10.2026 Saturday 06:30 am to 11:00 am	MSS	Cleaning of roadside of Dental Gate to OBC boys	MSS
		CRED	Cleaning of roadside of Dental Gate to OBC girls	CRED
24	25.10.2026 Sunday 06:30 am to 11:00 am	Concerned Department and CRED	Cleaning of Dental College Block	Principal, HODs, Faculty members, staff, students and CRED
		Concerned Department and MSS	Cleaning of College of Nursing Block	Principal, HODs, Faculty members, staff, students and MSS
25	26.10.2026 Monday 06:30 am to 11:00 am	RIMS, MSS	Cleaning of surrounding and premises of Gymkhana	RIMS, MSS
		RIMS, CRED	Cleaning of roadside of condemned area to New Psychiatry ward	RIMS, CRED
26	27.10.2026 Tuesday	MSS, CRED 06:30 am to 11:00 am	Cleaning of roadside of New Psychiatric Ward crossing to Dental gate	MSS, CRED
27	28.10.2026 Wednesday		Cleaning of roadside of Gymkhana to RIMS substation (Electric) and premises of Engineering cell	MSS, CRED
28	29.10.2026 Thursday		Cleaning of roadside of Bank of Baroda up to RIMS sub station	MSS, CRED
29	30.10.2026 Friday		Cleaning of surrounding and premises of Nursing Hostel and UG Ladies Hostel 5	MSS, CRED
30	31.10.2026 Saturday	SAP Team/Nodal Officer	Closing function of the Month-long special campaign 6.0 and distribution of prizes/awards	Nodal Officer / Liaison Officer I/C / SAP Team