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)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

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 16/11/2026 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 12th to 15th Week, i.e., from 16th November to 13th December, 2026.

2. It has been observed that, many of the regular employees have still not consumed the previous Week viz., Week XII 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-XIII**, which was notified vide Memorandum of even number dated 16.11.2026, within this week i.e., from 23.11.2026 to 29.11.2026, 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
NONGTHOMBAM PADAMESHWAR SINGH
Date: 25-11-2026 17:48:23
(Nongthombam Padameshwar Singh)
Administrative Officer

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.

ANNEXURE

Week 12

Level 14 and Above:-

Sl.No.	Name	Designation
1	Sarada Ningthoujam	Professor
2	Dr Yanglem Ajitkumar Singh	Professor

Level 4 – 10:-

Sl.No.	Name	Designation
1	Khwairakpam Santa Singh	Blood Bank Organiser
2	Niampuilu Gangmei	Senior Nursing Officer
3	Gurumayum Purnarani Devi	Nursing Officer
4	Bal Regina Lama	Nursing Officer
5	Leiphrakpam Shantasharmila Devi	Nursing Officer
6	Eloni Susan	Nursing Officer
7	Prithwiraj Das	Nursing Officer
8	Maharabam Montessori Devi	Nursing Officer
9	Gyaitri Sandham	Nursing Officer
10	Chanam Joymati Chanu	Nursing Officer
11	Pushpendra Singh	Nursing Officer
12	Surjalata Ahongsangbam	Nursing Officer

Level 1-3:-

Sl.No.	Name	Designation
1	Pawan Kumar	Multi Tasking Staff
2	Ringphunlung Gangmei	Multi Tasking Staff
3	Sagolshem Babu Singh	Ward Attendant
4	Yumnam Budhichandra Singh	Attendant
5	Akshay Kumar	Multi Tasking Staff
6	Kamkhojang Khongsai	Sweeper
7	Soyam Chandralekha Devi	Attendant
8	Kg Meithaingam	Chowkidar
9	Sarangthem Somokanta Singh	Attendant
10	Md Iliyas	Multi Tasking Staff