



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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CIRCULAR

Sub:- Administrative management of booking and use of Halls and Grounds of RIMS, Imphal-reg.

No.GEN/QTR/7/2026-Gen Sec: It is hereby notified that the Office of the Dean (Academics) shall be responsible for the booking and administrative management of the following facilities of RIMS, Imphal:

- a. Jubilee Hall
- b. Banting Hall
- c. Mini Auditorium
- d. Sushruta Hall
- e. Staff Club
- f. New Examination Hall
- g. Mini Ground
- h. Khurana Hall
- i. Any other similar facilities not specifically mentioned above.

2. The Office of the Dean (Academics) shall manage bookings and allotments, maintain necessary records and ensure compliance with the prescribed terms and conditions. The guidelines for hiring Jubilee Hall and Staff Club are enclosed as ANNEXURE-I(Guidelines for Hiring Jubilee Hall and Staff Club, RIMS,Imphal-issued earlier) and the booking proforma as ANNEXURE-II.

3. The office of the Dean (Academics) shall coordinate with the concerned Sections, including Civil, Electrical and Water Supply, for necessary arrangements.

4. Applications for booking or use of the facilities shall be submitted to the above Office at least one week in advance.

5. The prescribed booking charges shall be deposited with the Cashier, A- Block, RIMS, Imphal only after confirmation of availability. The payment receipt shall be submitted to the Section Officer, Academic Section, RIMS, Imphal, on the date of booking.

6. Cancellation shall ordinarily not be permitted. In justified cases, a cancellation charge of 30% of the booking amount shall be deducted.

7. This Circular shall come into force with immediate effect and remain in force until further orders.

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

Digitally signed by
NONGTHOMBAM PADAMESHWAR SINGH
Date: 22-10-2026 18:15:01

(Nongthombam Padameshwar Singh)
Administrative Officer

Copy to:

1. The P.S. to Director - for kind information of the Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS, Hospital, Imphal.
3. The Dean (Academics), RIMS, Imphal.
4. The Principals of Dental College/ College of Nursing, RIMS, Imphal.
5. All Heads of Department/Section/Unit, RIMS & RIMS Hospital, Imphal.
6. The Deputy Director (Admn.), RIMS, Imphal.
7. The Chief Accounts Officer cum Financial Advisor, RIMS, Imphal.
8. Exec. Engineers (Civil/Elect.), RIMS, Imphal.
9. The Chief Nursing Officer, RIMS Hospital, Imphal.
10. The Account Officer i/c, RIMS, Imphal.
11. All Section Officers, RIMS, Imphal.
12. Dr.A.K Ravi, Physical Instructor, RIMS, Imphal.
13. IT Section, RIMS, Imphal.
14. System Administrator - for uploading the circular on RIMS Website.
15. Concerned file.

(ANNEXURE – I)

GUIDELINES FOR HIRING JUBILEE HALL AND STAFF CLUB, REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL

Jubilee hall is a modern multi utility hall with 600 sitting capacity. To increase its utility, Jubilee hall is open to various events organised by the RIMS or Non-RIMS organisations.

- A. Who can utilise the Jubilee Hall without hiring charges?**
- For institutional functions/programmes of the Regional Institute of Medical Sciences, Imphal
 - For institutional functions /programmes of the Dental College and College of Nursing
 - For functions/ programmes of the Departments in RIMS
 - For institutional functions /programmes of the RIMS students organised by RIMSU and Postgraduate Association/Teachers and Medical Officer's Association (TAMOA)/other registered Association recognized by RIMS
 - For Central/State government direct sponsor function/programme
 - For scientific programmes conducted by the Medical Society, Medical Education Unit, Programs in relation to projects undertaken by RIMS faculty members and Research Ethics Board/Multi-Disciplinary Research Unit (MRU)& Projects undertaken by RIMS faculty members
 - Functions organised by various State level/Regional level/National level /International level medical associations in collaboration with Departments of RIMS, Imphal.

N.B: Audio Visual Projection is to be arranged by the organisers.

- B. Who can utilise the Jubilee Hall (with or without lawn) with hiring charges?**
- Functions organised by a Governmental organisation (both Central and State)
 - Functions organised by various State level/Regional level/National level /International level medical associations
 - Functions organised by a registered Non-governmental organisations who are associated with health issues.
 - International/National/State cultural promotion organisations
 - International/National/State peace promotion organisations
 - Exhibition of Books/Car/other promotional activities
- C. Application for hiring the Jubilee Hall & Staff Club**
- To be addressed to the Deputy Director (Administration), Regional Institute of Medical Sciences, Imphal at least one month ahead of the scheduled function.
 - Allotment will be on first come first served basis.

- D. Hiring charges for different categories:**
- Rs. 40000/day

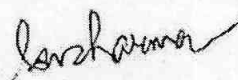
- i. For release of film and filming by the International/National/State cultural promotion organisations (only one show is permitted during the day time). However, such function shall be limited to a maximum of 2 (two) in a month.
- b. Rs. 25000/day
 - i. Functions organised by a Governmental organisation (both Central and State)
 - ii. Functions organised by a registered Non-governmental organisations who are associated with health issues.
 - iii. Functions with a registration fee organised by a National level medical associations.
- c. Rs. 20000/day
 - i. Functions with a registration fee organised by a regional level medical associations.
 - ii. Functions of the registered organisations associated with International/National cultural /Peace/Sports promotion
- d. Rs. 10000/day
 - i. Functions with a registration fee organised by a state level medical association
 - ii. Exhibition of Books/Car/other promotional activities by private firms

Extra tables, chairs, PA system and audio-visual projection are to be arranged by the organisers.

- e. Rs. 2000/ day as hiring charges for the Staff Club by Faculty members/Staffs for individual purposes like marriages, receptions, birthday celebrations etc.

All other functions:

- E. What is not allowed inside the Jubilee Hall complex?
 - a. Any eatables and drinks
 - b. Pasting of promotional poster inside the hall except for the backdrop
 - c. Cooking inside the Jubilee Hall complex.
- F. Responsibilities of the hiring organisation
 - a. To maintain cleanliness of the foyer and outside garden after serving lunch or dinner
 - b. Removal of the backdrops, festoons, flags, decoration and makeshift constructions inside the complex of the Jubilee hall within 24 hours of the completion of the function.
 - c. Payment in full for any physical damage done to any of the components of the Jubileehall and its complex. An undertaking to this effect is to be given at the time of hiring the Jubilee hall.



(Prof. G. Sunil Kumar Sharma)
Director,
Regional Institute of Medical Sciences,
Imphal

Rent charges eligibility for the various facilities in RIMS are as follows:-

- a. Jubilee Hall As specified in ANNEXURE-I
- b. Banting Hall **Eligibility:** Students, Staff and Faculties of the Institute only (No rent)
- c. Mini Auditorium..... **Eligibility:** Students, Staff and Faculties of the Institute only (No rent)
- d. Sushruta Hall..... **Eligibility:** Staff and Faculties of the Institute only (No rent)
- e. Staff Club..... As specified in ANNEXURE-I
- f. New Examination Hall..... **Eligibility:** For Conducting Classes and Examinations only (No rent)
- g. Mini Ground..... **Eligibility:** Students, Staff and Faculties of the Institute only (No rent)
- h. Khurana Hall..... **Eligibility:** Students, Staff and Faculties of the Institute only (No rent)

(ANNEXURE-II)
PERFORMA FOR BOOKING JUBILEE HALL AND STAFF CLUB

1. NAME / DEPTT. OF THE APPLICANT:
2. FACILITY TO BE BOOKED:
3. DATE/TIMING FROM: TO:
4. REASON:

(SIGNATURE)

NAME:

DESIGNATION:

DEPTT/UNIT/OFFICE:

PHONE NUMBER:

MAIL ID:

.....
For Official Purpose only:-
(Tick the option)

1. JUBILEE HALL
CHARGES & PAYMENT MODE: a). Rs.40,000/day
 b). Rs.25,000/day
 c). Rs.20,000/day
 d). Rs.10,000/day
2. STAFF CLUB CHARGES: a). Rs.2000/day

Verified by:-

Section Officer
Academic Section)

NB PAYMENY MUST BE MADE ONLY AFTER CONFIRMING THE AVAILIBILITY OF THE FACILITY FROM THE ACADEMICS SECTION, RIMS, IMPHAL.

To,
Cashier, A-Block, RIMS, Imphal.