




C I R C U L A R

Imphal, the 11th February, 2025

No.1(A)/MISC/2023-RIMS : This is to inform all staff of the Engineering Department, RIMS, Imphal, including both Civil and Electrical divisions, that Casual Leave (CL) applications should be submitted to the Deputy Director (Admn.), RIMS, Imphal, through the respective Executive Engineer.

2. To ensure smooth workflow and proper administrative planning, all staff are advised to submit their Casual Leave (CL) applications at least one day in advance.
3. This issues with the approval of the Director, RIMS Imphal.


11/02/25
(R.K. Mecolt Singh)
Deputy Director (Admn.)

Copy to:-

1. The P.S. to Director, RIMS, Imphal - for kind information of Director, RIMS, Imphal
2. The Medical Superintendent, RIMSH, Imphal
3. P.A. to Deputy Director (Admn.), RIMS, Imphal
4. The CAO/FA, RIMS, Imphal
5. The Executive Engineer Civil/ Electrical, RIMS, Imphal
6. The System Administrator, RIMS Imphal – to upload the circular to the RIMS website
7. Concerned file