


C I R C U L A R

Imphal, the 18th June, 2024

No.1(A)E-Office/2024-RIMS: 1651 A one day training programme on e-Office for the Principal, Dental College/College of Nursing, all Head of Departments and their concerned Dealing Assistants/PSs/PAs will be held on Friday, the 21st June, 2024, at 03:00 pm, at the Sushruta Hall, RIMS, Imphal.

2. Accordingly, Officers/ Staff mentioned above are requested to kindly make it convenient to participate in the said training programme in time.
3. This issues with the approval of the Director, RIMS, Imphal.


18/06/24
(R.K. Mecolt Singh)
Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal.

Copy to:

1. P.S. to Director, RIMS, Imphal. - for kind information.
2. The Medical Superintendent, RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental/College of Nursing, RIMS, Imphal.
5. All Head of Departments/Units, RIMS, Imphal.
6. The CAO/FA, RIMS, Imphal.
7. The Caretaker, Jubilee Hall, RIMS, Imphal.
8. All persons concerned.
9. The System Administrator, RIMS, Imphal - for uploading in RIMS website.
10. Notice Boards.
11. Order Book.