



No. Estt./01/2023-RIMS/

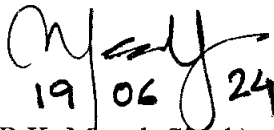
Dated the 19th June, 2024

C I R C U L A R

Subject: Instructions/guidelines regarding the need to seek approval before communicating with other Public Authorities/ Media.

It has come to the notice that certain Sections of the Faculty Members, Officials, staff of RIMS, Imphal, are communicating/sending proposals to other outside Agencies/Authorities directly, without informing/taking permission of the Competent Authority. This has resulted in certain situations, which have the potential to cause embarrassment to the Institute.

2. Accordingly, it is hereby notified to all concerned, that as a part of good office practice and procedure, such communications/proposals should be routed through the Director's Office, so that a unified single window of Official communication channel is maintained in the Institute and also to avoid any bypassing of authority of the Institute.
3. Further, posting of any contents that can damage the Institute's image, unjustly criticize the work assigned by superiors, or use of unofficial or unparliamentary language in print, radio, media and social media platforms such as Facebook, Whatsapp, Instagram etc., are strictly prohibited.
4. Faculty Members, Officials, staff of RIMS, Imphal, are expected to maintain the highest level of professionalism both online and offline and any grievances or concerns should be addressed through proper internal channels and not on the above-mentioned platforms.
5. Any violation of the above guidelines would be viewed seriously and will result in disciplinary action as per the Central Civil Services (Conduct) Rules, 1964.
6. Accordingly, all Faculty Members, officers, officials of the RIMS, Imphal, are requested to scrupulously follow the above-mentioned instructions/guidelines.
7. This issues with the approval of Director, RIMS, Imphal.


19/06/24

(R.K. Mecolt Singh)
Deputy Director (Admin)

To,

- i) Medical Superintendent, RIMSH, Imphal.
- ii) Dean(Academics)
- iii) Principals of Dental College/College of Nursing
- iv) All Head of Departments /Units/Section
- v) Chief Nursing Officer
- vi) System Administrator – for uploading the Circular on the RIMS Website