



OFFICE MEMORANDUM  
Imphal, the 29<sup>th</sup> March, 2025.

Subject: Organization of Swachhata Pakhwada 2025 – 1st to 15th April, 2025.

No. 43/SAP/2017-18/RIMSH-16: As directed by the Ministry, the Institute is organizing Swachhata Pakhwada 2025 from 1st April to 15th April 2025, under the theme “Swachhata is Everyone’s Business.”

2) The inaugural event will be held at the Sushruta Hall, RIMS, Imphal, where the Swachhata Pledge will be administered by the Director, RIMS, Imphal, on 1st April 2025 at 2:45 PM. All Heads of Departments, the Principal Dental College, the Principal College of Nursing, the Kayakalp Nodal Officer, and members are requested to attend the pledge ceremony.

3) A detailed day-wise action plan outlining various Swachhata-related activities to be undertaken by the departments/units/sections is attached for necessary action. All concerned departments and staff members are requested to actively participate and ensure the successful implementation of the program.

All departments, units, and sections are directed to adhere to the action plan strictly to achieve the objectives of the Swachhata Pakhwada effectively.

This is issued with the approval of the Director, RIMS, Imphal.

(Prof. N. Sanjib Singh)  
Medical Superintendent,  
RIMS, Imphal.

Copy to :-

1. The P.S. to the Director, RIMS, Imphal for kind information of the Director.
2. The Dean (Academic), RIMS, Imphal.
3. The Heads of Departments/Units/Sections, RIMS, Imphal.
4. The Principal, Dental College/College of Nursing, RIMS, Imphal.
5. The Nodal Officer, SAP 2024-25/Kaya Kalp, RIMS, Imphal.
6. The in-charge, Casualty Department, RIMS Hospital, Imphal.
7. The Deputy Director (Admn.), RIMS, Imphal.
8. The Chief Accounts Officer/FA, RIMS, Imphal.
9. The Chief Nursing Officer, RIMS Hospital, Imphal.
10. The Executive Engineer (Civil), RIMS, Imphal.
11. The AE (Elect/Civil), RIMS, Imphal.
12. The Physical Instructor, RIMS, Imphal.
13. The Medical Record Officer, MRD, RIMS, Imphal
14. The System Administrator, RIMS, Imphal – with a request to upload in the RIMS website.
15. In-charge of Diet Kitchen/Laundry/CSSD/MSK-I/II, RIMS, Imphal.
16. The President/Vice President, CRED, Imphal.
17. The Steward, RIMS Hospital, Imphal.
18. File concerned.

(Prof. N. Sanjib Singh)  
Medical Superintendent,  
RIMS, Imphal



**SWACHHATA PAKHWADA**  
**DAY-WISE ACTION PLAN**  
**From 1<sup>st</sup> April to 15<sup>th</sup> April 2025**

Sl.No	Date	Activities to be performed	Action
1.	1-15 April, 2025	Video/Photo Coverage	Liaison Officer, Public Relation Officer and Photographer
2.	1 <sup>st</sup> April 2025 Tuesday	<ul style="list-style-type: none"><li>✓ Pledge Swachhata Pakhwada Pledging</li><li>✓ To display poster at the adequate number of places in the whole campus of the institute</li><li>✓ Cleaning of Casualty Block, Trauma and Burn Units</li><li>✓ Cleaning of Road side and drains starting from Main Gate to Burn Unit</li></ul>	The Swachhta Action Plan team.  The concerned CMOs, Nursing officials, staff of the Casualty and Trauma & Burn Unit, CRED and MSS Team.
3.	2 <sup>nd</sup> April 2025 Wednesday	<ul style="list-style-type: none"><li>✓ Cleaning of the premises of OPD Block, Departments of Medicine, Surgery, Radiodiagnosis,</li><li>✓ Cleaning of approach road and drains starting from the Main Gate upto Mortuary</li></ul>	The concerned Heads of Depts./Units/Sections to co-ordinate and officials, staff of the concerned Depts., CRED and MSS Team to participate
4.	3 <sup>rd</sup> April 2025 Thursday	<ul style="list-style-type: none"><li>✓ Cleaning of Kitchen, MSK I &amp; II, CSSD</li><li>✓ Cleaning of road side from Radiotherapy Dept to Gynae OPD &amp; Postpartum</li></ul>	The concerned in-charge to co-ordinate and staff of the concerned Units, CRED and MSS Team to participate
5	4 <sup>th</sup> April 2025 Friday	<ul style="list-style-type: none"><li>✓ Cleaning of Laundry, Khurana Hall,</li><li>✓ Cleaning of approach road starting from the junction of the Mini Auditorium towards Internee Hostel</li></ul>	The concerned in-charge of the Units/Sections to co-ordinate and RIMS staff, CRED and MSS to participate
6.	5 <sup>th</sup> April 2025 Saturday	<ul style="list-style-type: none"><li>✓ Cleaning of Medicine Wards, Septic/Ante-natal/Gynae/Post Natal wards</li><li>✓ Cleaning of roadside, drains of both side of the front side of the Gymkhana</li></ul>	The concerned Nursing Officials to co-ordinate and RIMS staff, CRED and MSS to participate
7.	6 <sup>th</sup> April 2025 Sunday	Cleaning of the premises of <ul style="list-style-type: none"><li>✓ Departments of Microbiology, Pathology, Pharmacology, VRDL, MRU &amp; Library</li><li>✓ A-Block, Anatomy/Biochemistry /Physiology Block</li><li>✓ Surrounding of A-Block, Physiology/Anatomy/Biochemistry Block</li></ul>	The concerned Heads of Depts./Units/Sections to co-ordinate and staff, CRED and MSS Team to participate

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## क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर

REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR e-mail : rims@rims.edu.in

(स्वास्थ्य और परिवारक ल्याणमंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)

(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

8.	7 <sup>th</sup> April 2025 Monday	<ul style="list-style-type: none"><li>✓ Painting Competition on the theme "My Health, My Right"</li><li>✓ Observance of World Health Day 2024</li><li>✓ To organize a Tree Plantation program</li></ul>	Nodal Officer and Swachhta Action Plan team of the institute
9.	8 <sup>th</sup> April 2025 Tuesday	Cleaning of the premises of <ul style="list-style-type: none"><li>✓ Paediatric Block (Ward and Emergency)</li><li>✓ Surgery Wards, Orthopedics Wards, Urology Ward</li></ul>	The concerned Nursing Officials to co-ordinate and RIMS staff, CRED and MSS to participate
10.	9 <sup>th</sup> April, 2025 Wednesday	Cleaning of the premises of <ul style="list-style-type: none"><li>✓ ENT, Eye Wards</li><li>✓ Cleaning of approach road towards Incinerator starting from the Gymkhana corner</li></ul>	The concerned Nursing Officials to co-ordinate and RIMS staff, CRED and MSS to participate
11.	10 <sup>th</sup> April 2025 Thursday	<ul style="list-style-type: none"><li>✓ Cleaning of UG Ladies Hostels, Nursing College Hostel, PG Ladies Hostel</li></ul>	The concerned Warden to co-ordinate and RIMS staff, CRED and MSS to participate
12.	11 <sup>th</sup> April 2025 Friday	<ul style="list-style-type: none"><li>✓ Cleaning UG Gents Hostels, PG Gents Hostels</li></ul>	The concerned Warden to co-ordinate and RIMS staff, CRED and MSS to participate
13.	12 <sup>th</sup> April 2025 Saturday	Cleaning of the premises of <ul style="list-style-type: none"><li>✓ Mini Auditorium, Forensic, Community Medicine, PMR, Sports Medicine, Psychiatry, Clinical Psychology, Radiotherapy</li><li>✓ Jubilee Hall, Gymkhana</li></ul>	The concerned Heads of Depts./Units/Sections to co-ordinate and staff, CRED and MSS Team to participate
14.	13 <sup>th</sup> April 2025 Sunday	Cleaning of the premises of the following departments/units: <ul style="list-style-type: none"><li>✓ Biostatistics, Animal House, Mortuary, Orthopedics, Plastic Surgery, Urology, Nephrology, Cardiology, CTVS, Neurology, Anesthesiology, IHBT</li></ul>	The concerned Heads of Depts./Units/Sections to co-ordinate and staff, CRED and MSS Team to participate
15.	14 <sup>th</sup> April 2025 Monday	<ul style="list-style-type: none"><li>✓ Cleaning of the remaining hospital wards</li></ul>	The concerned Nursing officials to co-ordinate and staff, CRED and MSS Team to participate
16.	15 <sup>th</sup> April 2025 Tuesday	<ul style="list-style-type: none"><li>✓ Distribution of awards to the best staff from RIMS, CRED and MSS</li><li>✓ Press release in respect of activities undertaken during the Pakhwada.</li></ul>	The Swachhta Action Plan team.

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