



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)

Phone : 0385- 2414720
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ORDER

Imphal, the 12th July, 2024
(For regular employees only)

No. B/3494/2020-RIMS: 7662 Dress Allowance for the year 2024 for eligible categories of Gr. C & D regular employees will be granted, subject to the condition that the prescribed dress of RIMS, Imphal, must be worn during office/duty hours, failing which the allowance will be forfeited without prior notice.

2. The regular staff eligible for Dress Allowance will be as per the categories listed in the RIMS's "POLICY ON DRESS CODE", which is attached herewith as annexure.
3. Accordingly, eligible employees of RIMS, Imphal, shall submit duly filled in 'Undertaking Form' enclosed herewith to the Section Officer, General Section, A-Block, RIMS, Imphal, on or before 26th July, 2024, for availing the said allowance. Forms received after the said due date will not be entertained.
4. "POLICY ON DRESS CODE" approved by the Competent Authority, shall be strictly followed by the above categories of employees of RIMS, Imphal.
5. This issues with approval of the Director, RIMS, Imphal.

Sd/-
(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 of the Director.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Principal, Dental College, RIMS, Imphal.
4. The Principal, College of Nursing, RIMS, Imphal.
5. All Head of Departments/Units/Sections, RIMS, Imphal.
6. The CAO/FA, RIMS, Imphal
7. All Hostel Wardens, RIMS, Imphal.
8. The Chief Nursing Officer, RIMS Hospital, Imphal.
9. The Accounts officer, RIMS, Imphal.
10. E.E.(Elect/Civil), Engg. Dept., RIMS, Imphal.
11. All S.O.s, RIMS & RIMS Hospital, Imphal.
12. The Steward i/c, RIMS Hospital, Imphal.
13. The System Administrator, RIMS, Imphal. (-for uploading this order in RIMS website)
14. Notice Board.
15. Order Book.

They are requested to bring the above notice to the Knowledge of the eligible staffs working under their control.

12/07/24
(R.K. Mecolt Singh)
Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal

ANNEXURE
POLICY ON DRESS CODE
for RIMS STAFF

PURPOSE:

To maintain uniformity, discipline among various levels of employees in RIMS, Imphal.

SCOPE:

This policy applies to all regular Grade III & IV "Dress Allowance" eligible employees of Regional Institute of Medical Sciences, Imphal as per their designations.

POLICY:

1. In the 7th CPC recommendation implemented by the Government, the Uniform Allowance/Washing Allowance/Stitching Charges/Shoe Allowance etc. have been subsumed in Dress Allowance.
2. Clothing worn by staff members must be neat, clean and wrinkle free.
3. The employee will be solely responsible to maintain the good condition of their uniforms. They are expected to wear clean and properly ironed uniforms daily.
4. Staff attending occasions outside of the hospital and wishing to wear uniform as a representative of the hospital must have the authority from their respective incharges.

The dress code will be applicable to all the regular Gr. III & IV employees as mentioned in the table below:

Sl. No.	Designation	Gender	Dress specification	Colour
1	Grade III (Lab. Technician, Tech. Anaesthesiology, Physiotherapist, Orthotist, Tech. Supervisor (CSSD), Plaster Assistant, ECG Technician, O.T. Assistant, Lab. Assistant, Assistant Technical (CWS), Library Assistant, Dental Mechanic, Dental Hygienist)	Male	Shirt (with RIMS Logo in front)	Green
			Trouser	Green
			Apron (with RIMS Logo in front)	White
			Shoes (Clean, safe, appropriate to the work area)	N/A
		Female	Shirt (with RIMS Logo in front)	Green
			Trouser/Phanek (Local work area)	Green
			Apron (with RIMS Logo in front)	White
			Shoes (Clean, safe, appropriate to the work area)	N/A



Sl. No.	Designation	Gender	Dress specification	Colour
2	Grade III (X-Ray Technician, Radiographer)	Male	Shirt (with RIMS Logo in front)	Green
			Trouser	Green
			Apron (with RIMS Logo in front)	Pink
			Shoes (Clean, safe, appropriate to the work area)	N/A
		Female	Shirt (with RIMS Logo in front)	Green
			Trouser	Green
			Apron (with RIMS Logo in front)	Pink
			Shoes (Clean, safe, appropriate to the work area)	N/A
3	Grade III Driver	Male	Shirt (with RIMS Logo in front)	Dark Grey
			Trouser	Dark Grey
			Shoes (Clean, safe, appropriate to the work area)	N/A
4	Grade IV (Attendant, Chowkidar, Peon, Sweeper, Cook, Multi-tasking Staff)	Male	Shirt (with RIMS Logo in front)	Sky Blue
			Trouser	Sky Blue
			Shoes (Clean, safe, appropriate to the work area)	N/A
		Female	Shirt (with RIMS Logo in front)	Sky Blue
			Trouser/Phanek (Local)	Sky Blue
			Shoes (Clean, safe, appropriate to the work area)	N/A

Operating Theatre Complex:

Any staff working in operation theatre must wear scrubs and suitable footwear.

Catering:

All catering staff including those working in kitchen involved in the preparation and service of food must wear the appropriate uniform, headwear and protective shoes.

Monitoring:

The Controlling Officer of a work area will be responsible for monitoring the dress code. Any of the employees in this category who fails to wear the prescribed uniform are liable for refunding the Dress/Uniform Allowance.

UNDERTAKING

(DRESS ALLOWANCE for REGULAR STAFF, 2024)

I, an employee of Regional Institute of Medical Sciences, Imphal, do hereby undertake that I will wear RIMS' prescribed dress during my office duty hours. I shall abide by the "Policy on Dress Code" of RIMS, Imphal. If, I am unable to comply with the said Policy, I will refund the dress allowance.

Date :

Signature :.....

Name :.....

Designation & Place of posting:

.....

ID Card no. :

Phone no.

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