



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)

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No. 1(A)/E-Office/2024-RIMS:

Imphal, the 15th July, 2024

ORDER

Subject: Implementation of e-Office - submission of all application/documents through e-Office only- reg.

In pursuance of the decision to implement e-Office in RIMS, Imphal, it has been decided by the Competent Authority that all internal applications/documents/receipts etc., addressed to the Administration, RIMS, Imphal, in physical form shall be discontinued w.e.f. Monday, the 22nd July, 2024. All such documents mentioned above will now be accepted digitally through e-Office only. In this regard, the following guidelines may be strictly kept in mind while dealing with such documents: -

- i) All leave applications, which was previously sent to Director, RIMS, shall now be forwarded to Section Officer, General Section, by the concerned HoD, through e-Office only.
 - ii) All communications like indents shall be forwarded to the Section Officer (Purchase Section) through e-Office only.
 - iii) Certain applications that require submission of original documents e.g., ACRs/APARs, LTC re-imburement, submission of loan forms, all types of re-imburements like Bills, money receipts, etc., will continue to be sent in physical form only, as before.
2. All concerned officials, Principals of Dental College/College of Nursing, all Heads of Departments/Units/Sections, may please note and ensure that the above guidelines are followed strictly w.e.f. Monday, the 22nd July, 2024.
3. This issues with the approval of Director, RIMS, Imphal.


15/07/24
(R.K. Mecolt Singh)
Deputy Director (Admin)

To,

- i) PS to Director, RIMS, Imphal.
- ii) The Medical Superintendent, RIMSH, Imphal.
- iii) The Dean (Academics), RIMS, Imphal.
- iv) The Principals of Dental College/College of Nursing, RIMS, Imphal.
- v) All Head of Departments /Units/Section, RIMS, Imphal.
- vi) PS to DDA, RIMS, Imphal.
- vii) The CAO/FA, RIMS, Imphal.
- viii) The Chief Nursing Officer, RIMS, Imphal.
- ix) The Section Officer (General), RIMS, Imphal.
- x) System Administrator – for sending this O.M. and its enclosures by email to all concerned as well as uploading on the Website.
- xi) Office File.