



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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ORDER

Imphal, the 2nd July, 2024

No.26/6/24-GEN/RIMS: 7754 In continuation of Office Order of even number dtd. 29/01/2024 and No. B/2907/2014-RIMS dtd. 06/01/2024 on the subject "Implementation of Biometric Attendance System at RIMS, Imphal", it is informed that the weekly submission of Biometric Attendance by Departments/College/Units/Sections will be replaced by a monthly submission of Attendance Report by the IT Cell to the Administration, w.e.f July, 2024.

- Henceforth, monthly Attendance Report containing details of Late Arrivals, Early Departures, Attendance Not Reported and consequential leave(s) to be deducted for the defaulting employees, will be sent to the respective HODs for verification.
- Accordingly, all HODs/Principals or Officer-in charge of Units/Sections are directed to verify the Attendance Reports of their Sub-ordinates within 3 (three) days, failing which, leaves will be deducted by the Administration without further notice.
- This issues with the approval of the Director, RIMS, Imphal.

(Signature)
02/07/24
(R.K. Mecolt Singh)

Deputy Director (Admn.),
Regional Institute of Medical Sciences,
Imphal

Copy to:

- The P.S. to Director. - for kind information.
- The Medical Supdt., RIMS Hospital, Imphal.
- The Dean (Academic), RIMS, Imphal.
- The Principal, Dental College, RIMS, Imphal.
- The Principal, College of Nursing, RIMS, Imphal.
- All Heads of Departments/Sections/Units and Dental College, RIMS, Imphal.
- All Hostel Warden, RIMS, Imphal.
- The P.S. to Deputy Director (Admn.), RIMS, Impgal.
- The C.A.O./F.A., RIMS, Imphal.
- The Chief Nursing Officer i/c, RIMS, Imphal.
- Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
- All Section Officers, RIMS & RIMS Hospital, Imphal.
- The Media Advisor, RIMS, Imphal.
- The System Administrator, RIMS, Imphal- for uploading the above order and to send by email to all concerned.
- All Notice Boards.
- Concerned file.

They are requested to inform the subordinate staffs working under their control.