



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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CIRCULAR

Imphal, the 4th Jan., 2025

No. B/3587/MISC./2021-RIMS:

84/9

All regular Employees of the Regional Institute of Medical Sciences, Imphal, are hereby informed that e-HRMS (e-Human Resource Management System) platform, which is a digital platform for Government employees to have easy access to the Administration utilities like leave, pay, allowances, pension etc., will be implemented shortly.

2. Accordingly, it is mandatory to update the personal information of all employees in the e-HRMS 2.0 portal. The URL/web link for accessing is e-HRMS.gov.in and the login details is through the Parichay account, which is the same login ID & Password for NIC e-mail, (eg. ramesh.k.rims@nic.in). The Login details are also enclosed at **Annexure-A** for ready reference.

3. In order to familiarize and give hand holding support to the employees, a training session will be held on **06/01/2025 at 2:00 p.m. onwards at Banting Hall, RIMS, Imphal.**

4. Further, submission of IPR (Immovable Property Return) form is also mandatory through e-HRMS 2.0 portal, which is an Aadhaar OTP (One Time Password) based verification process. All regular employees are directed to ensure that their mobile number are linked to their Aadhaar ID so that they do not face any problem during the login process.

5. Accordingly, all regular Employees of the Institute are requested to updated their personal details in e-HRMS 2.0 e.g. address, D.O.B., contact details, place of posting, designation etc., In case of any difficulty, they are requested to contact the General Section, Administrative Block, for rectification, along with documentary proof. This exercise is of prime importance as all future administrative and service related utilities of the Employees will be based on these data.

6. **It is informed that it is mandatory for all Dealing Assistant of A-Block, Hospital, Colleges, Departments/Units/Sections to attend this Training Session.**

7. This issues with the approval of the Director, RIMS, Imphal.

Mecolt Singh
04/01/25

(R.K. Mecolt Singh)

Deputy Director (Admn.)

Copy to:-

1. The P.S. to Director. - for kind information.
2. The Medical Supdt., RIMS Hospital, Imphal.
3. The Dean (Academic), RIMS, Imphal.
4. The Principal, Dental College, RIMS, Imphal.
5. The Principal, College of Nursing, RIMS, Imphal.
6. All Heads of Departments/Sections/Units and Dental College, RIMS, Imphal.
7. The P.A. to Deputy Director (Admn.), RIMS, Imphal.
8. The C.A.O./F.A., RIMS, Imphal.
9. All Hostel Wardens, RIMS, Imphal.
10. The Libran i/c, RIMS, Imphal.
11. The Chief Nursing Officer i/c, RIMS, Imphal.
12. The Asst. Engineer (Civil)/(Elect.), RIMS, Imphal.
13. All Section Officers, RIMS & RIMS Hospital, Imphal.
14. The Photographer, RIMS, Imphal.
15. The Media Advisor, RIMS, Imphal.
16. The System Administrator, RIMS, Imphal- for upload on RIMS website and to send by email to all concerned.
17. All Notice Boards.
18. Concerned file.

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