



क्षेत्रीय आयुर्विज्ञान संस्थान, इंफाल: 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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C I R C U L A R

Imphal, the 30th September, 2024

Subject: Special Campaign 4.0 for institutionalizing Swachhata and minimizing pendency in Government offices from 2nd October, 2024 to 31st October, 2024

No.: 43/SAP/2017-18/RIMSH-16: As per guidelines of the Department of Administrative Reforms & Public Grievances (DARPG) & Ministry of Health & Family Welfare, Government of India, the Institute is organizing **Special Campaign 4.0** for institutionalizing Swachhata and minimizing pendency in Government offices from the **2nd October, 2024 to 31st October, 2024.**

2. In this regard, I would like to request all the concerned Colleges/ Departments/ Units/ Section of this Institute to participate in the activities of Special Campaign 4.0 to keep their office premises neat and clean. As part of this Special Campaign 4.0 of RIMS, Imphal, a team would be visiting all the Colleges/ Departments/ Units/ Section during this campaign period to support them including the cleanliness activities.

Accordingly, a tentative schedule containing Department-wise cleaning activities to be undertaken is enclosed. All the faculty members, officials, staff and students are requested to actively take part in the cleanliness activities.

(Prof. N. Sanjib Singh)
Medical Superintendent

Regional Institute of Medical Sciences Hospital
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. All Hostel Wardens, RIMS, Imphal.
8. The Deputy Director (Admn.), RIMS, Imphal.
9. The Chief Accounts Officer, RIMS, Imphal.
10. The Chief Nursing Officer, RIMS Hospital, Imphal.
11. The Executive Engineer (Civil), RIMS, Imphal.
12. The AE (Elect/Civil), RIMS, Imphal.
13. The Physical Instructor, RIMS, Imphal.
14. The Medical Record Officer, MRD, RIMS, Imphal

15. The Media Advisor, RIMS, Imphal.
16. The Photographer, RIMS, Imphal.
17. The System Administrator, RIMS, Imphal - with a request to upload in the RIMS website.
18. In-charge, Diet Kitchen, Laundry, CSSD, MSK, MSK-I/II
19. The President/Vice President, CRED, Imphal.
20. The President, MSS, Imphal.
21. The Steward, RIMS Hospital, Imphal
22. The President/Secretary, RIMSSU, RIMS, Imphal.
23. File concerned.

**Schedule of the Special Campaign 4.0 for institutionalizing Swachhta and minimizing pendency in Government offices from
2nd October 2024, to October 31, 2024
Timing: 6:30 am To 11:00 am**

Sl. No.	Date	Departments/Units/Sections	Targets	Team
1.	October 02, 2024	Director, Medical Superintendent, Faculty members, officials and staff	Launching of Special Campaign 4.0 and celebrations of Swachh Bharat Diwas	RIMS, CRED & MSS
		RIMS, CRED and MSS	Cleaning of roadside starting from Main Gate up to Gymkhana	RIMS, CRED & MSS
		RIMS, CRED and MSS	Cleanliness drive from the Northwestern corner of Gymkhana and to clean both sides of the road towards RIMS Quarter Complex	RIMS, CRED & MSS
2.	October 03, 2024	New Guest House	Cleaning of New Guest House Campus	MSS
3.	October 04, 2024	New Guest House	Cleaning of incinerator pond	MSS
4.	October 05, 2024	New Guest House	Cleaning of water bodies near New Guest House Cleaning of Eastern side of the New Maternity Block, RIMS, Imphal	MSS CRED
5.	October 06, 2024	Anatomy/Physiology/ Biochemistry/Pathology/ Microbiology/ Pharmacology/ A - Block/ VRDL/ MRU	<ol style="list-style-type: none"> 1. Cleaning of the campus and office premises of the Anatomy, Physiology, Biochemistry Departments and disposal of waste, scarp and redundant items 2. Cleaning of A-Block premises and offices 3. Cleaning of premises of Pathology Department and disposal of waste, scarp and redundant items. 4. Cleaning of premises of VRDL & MRU Units and disposal of waste, scarp and redundant items. 5. Cleaning of premises of Microbiology Department and disposal of waste, scarp and redundant items. 6. Cleaning of premises of Pharmacology Department and disposal of waste, scarp and redundant items. 	All the HODs, Faculty members, Deputy Director, officials, staffs, students and CRED

		Gents Hostel 1, 2 and 3	Cleaning of Gents Hostel 1, 2 and 3 and disposal of waste, scrap and redundant items.	Wardens, staffs, students and MSS
6.	October 07, 2024		Cleaning of HG Khurana Hall premises	CRED
7.	October 08, 2024			
8.	October 09, 2024	The concerned Senior Nursing Officer in-charges	Cleaning of Medicine Wards and disposal of waste, scrap and redundant items	RIMS & CRED
9.	October 10, 2024	Physical Education Section	Cleaning of Gymkhana Campus including Medicinal plants and disposal of waste, scrap and redundant items.	MSS
10.	October 11, 2024	All concerned Departments and in-charge Wards	<ol style="list-style-type: none"> 1. Cleaning of premises of Community Medicine Department and disposal of waste, scrap and redundant items. 2. Cleaning of premises of Forensic Medicine Department and disposal of waste, scrap and redundant items. 3. Cleaning of Campus and premises of the Lecture Theatre Complex. 4. Cleaning of premises of the Obstetrics & Gynecology Department/PPP and disposal of waste, scrap and redundant items. 5. Cleaning of premises of Paediatric Department and Wards and disposal of waste, scrap and redundant items. 6. Cleaning of premises of ENT & Eye Departments and Wards and disposal of waste, scrap and redundant items. 	All the HODs, Faculty members, staffs, students, CRED and MSS
11.	October 12, 2024	All concerned College and Departments	<ol style="list-style-type: none"> 1. Cleaning of premises of the Clinical Psychology Department and disposal of waste, scrap and redundant items 2. Cleaning of premises of the Academic Block and disposal of waste, scrap and redundant items 	All the HODs, Faculty members, staffs, students, CRED and MSS

			<ol style="list-style-type: none"> 3. Cleaning of premises of the Animal House/Biostatistics/IT/Jubilee Hall/Library/Engineering Department/Tele-Medicine/Mortuary/ Gymkhana and disposal of waste, scrap and redundant items 4. Cleaning of campus of the Dental College and its premises 5. cleaning of campus of College of Nursing and premises. And disposal of waste, scarp and redundant items 	
12.	October 13, 2024	All concerned Departments	<ol style="list-style-type: none"> 1. Cleaning of premises of Dermatology Department and disposal of waste, scrap and redundant items 2. Cleaning of premises of the Respiratory Medicine and disposal of waste, scrap and redundant items. 3. Cleaning of premises of Anesthesiology Department and disposal of waste, scrap and redundant items 4. Cleaning of premises of Plastic Surgery Departments and disposal of waste, scrap and redundant items. 5. Cleaning of office premises of the Orthopaedics Department/ Wards and disposal of waste, scrap and redundant items. 	All the HODs, Faculty members, staffs, students and CRED
		All concerned Sections/Units	Cleaning of CSSD/ Laundry/ MRD/ Diet Kitchen/ MSK-1/ MSK-2 and disposal of waste, scrap and redundant items.	All the in-charges of the respective sections, staff and CRED
		All concerned Hostels	<ol style="list-style-type: none"> 1. Cleaning of PG Gents Hostel 1,2,4 and 5 and disposal of waste, scrap and redundant items. 2. Cleaning of Gents Hostel 4, 5 and intern Hostel and disposal of waste, scrap and redundant items. 	Wardens, staffs, students and MSS
13.	October 14, 2024	Physical Education Section and Caretaker	<ol style="list-style-type: none"> 1. Cleaning of Gymkhana Campus including Medicinal plants and disposal of waste, scrap and redundant items. 2. Cleaning of surroundings of the Jubilee Hall premises and disposal of waste, scrap and redundant items. 	MSS CRED

14.	October 15, 2024		Cleaning of approach road and drains towards the PG Gents Hostel 1 opposite to Radiation Oncology Department.	MSS
		The concerned Senior Nursing Officer in-charges	Cleaning of Gynae, Ante-Natal, Post-Natal and Septic ward and disposal of waste, scrap and redundant items etc	Ward i/c, staff and CRED
15.	October 16, 2024		Cleaning of Roadsides and drains starting from MS Quarter up to PG Ladies Hostel 1.	MSS
			Cleaning of children Park near Pediatric Ward and disposal of waste, scrap and redundant items.	CRED
16.	October 17, 2024		Cleaning of roadsides and drains surrounding the A-Block, Main Garden, Jubilee Hall.	CRED
			Cleaning of Eastern and southern sides of the old Laundry Section	MSS
17.	October 18, 2024	The concerned Senior Nursing Officer in-charges	Cleaning of Surgery Wards and disposal of waste, scrap and redundant items.	Ward i/c , staff and CRED
18.	October 19, 2024		Cleaning of the southern side footpath of Paediatrics Ward.	CRED
			Cleaning of roadsides and drains starting from southern side of Lecture Theatre Complex towards UG Gents Hostels and including Bank of Baroda side.	MSS
19.	October 20, 2024	All concerned Departments and Sections	<ol style="list-style-type: none"> 1. Cleaning of premises of the Urology Department and disposal of waste, scrap and redundant items 2. Cleaning of premises of the General OPD and disposal of waste, scrap and redundant items. 3. Cleaning of premises of the Transfusion Medicine Department and disposal of waste, scrap and redundant items. 4. Cleaning of premises of the Radiodiagnosis Department and disposal of waste, scrap and redundant items 	All the HODs, Faculty members, staffs, students and CRED

			<p>5. Cleaning of premises of the Medicine Department and disposal of waste, scrap and redundant items</p> <p>6. Cleaning of premises of the Surgery Department and disposal of waste, scrap and redundant items</p>	
		<p>UG ladies Hostel 1 and 2, PG ladies Hostel 1 and 2</p> <p>UG Ladies Hostel 3 and 4</p>	<p>1. Cleaning of UG ladies Hostel 1 and 2, PG ladies Hostel 1 and 2 and disposal of waste, scrap and redundant items.</p> <p>2. Cleaning of UG Ladies Hostel 3 and 4 and disposal of waste, scrap and redundant items</p>	Wardens, staffs and MSS
20.	October 21, 2024		<p>1. Cleaning of drains and roadside starting from the Eastern side of Gymkhana to Security Barrack (near NG College)</p> <p>2. Cleaning of drains and road sides of the Doctors Colony (near Directors Bungalow</p>	<p>MSS</p> <p>CRED</p>
21.	October 22, 2024		Cleaning of drains and road sides of the Doctors Colony near SIB office.	CRED
22.	October 23, 2024	The concerned Senior Nursing Officer in-charges	Cleaning of ICU/ ICCU Wards and disposal of waste, scrap and redundant items.	CRED
23.	October 24, 2024		Cleaning of Western side campus of the Dental College	MSS
24.	October 25, 2024		Cleaning of road side starting from North-Western corner of Gymkahana and to clean both sides of the road toward RIMS quarter Complex	MSS
25.	October 26, 2024			
26.	October 27, 2024	All concerned Departments and Sections	<p>1. Cleaning of Emergency Block, Trauma OT & ICU, Neuro ICU, MS Office, Nursing office and Emergency Labs and disposal of waste, scarp and redundant items</p> <p>2. Cleaning of premises of the Radiation Oncology Department and Wards and disposal of waste, scrap</p>	All the HODs, Faculty members, staffs, students and CRED

			<p>and redundant items.</p> <p>3. Cleaning of premises of the Nephrology/ Cardiology/ Neurology/ Cardiothoracic Department / Gastroenterology Department/ Special Ward / New Special Ward & Main OT and disposal of waste, scrap and redundant items</p> <p>4. Cleaning of premises of the PMR and wards and Sports Medicine Departments and disposal of waste, scrap and redundant items.</p> <p>5. Cleaning of premise of the Psychiatry Department and wards and disposal of waste, scrap and redundant items</p>	
			<p>1. Cleaning of Nursing College Hostel, Ethics Board and disposal of waste, scrap and redundant items.</p> <p>2. Cleaning of OBC Boys Hostel</p> <p>3. Cleaning of OBC Girls Hostel.</p>	Officer in-charge, Wardens, staffs, Students and MSS
27.	October 28, 2024		Cleaning of roads, roadsides and drains starting from the Northern side of Jubilee Hall towards the Mortuary Gate.	MSS
28.	October 29, 2024	All concerned Departments	Cleaning of Urology/ Plastic/ Respiratory Medicine Wards and disposal of waste, scrap and redundant items.	CRED
			Cleaning of Eastern side campus of the College of Nursing	MSS
29.	October 30, 2024		Cleaning of Northern side of the Dental College	MSS
30.	October 31, 2022		Closing function of the Month-long special campaign 4.0 and distribution of prizes.	