



रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एन्ड नर्सिंग साइंसेज
REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

RIPANS

Website: www.ripans.ac.in

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OFFICE ORDER

Dated Aizawl, the 22nd July, 2021

No.G.20014/1/2021-(Accts)/RIPANS/35 : This is for information to all concerned that the Ministry of H&FW vide OM No. G.20017/04/2021-B(NHM) dated 15th June, 2021 has instructed RIPANS to curtail all avoidable expenditure and aim for 20% reduction in controllable expenditure such as Office Expenses etc during the year 2021-22. Materials & Supplies, even though stated as controllable expenditure by the Ministry has been proposed as non controllable head as it may hamper practical classes, dissertation and project works of the students. This will be subject to approval of the Ministry and detail information will be issued once it is approved by the Ministry.

All officers and staff of RIPANS are requested to observe strict economy in using of consumables and stationery items provided by the Office. Instruction on 'Economy in use of paper' issued by Ministry of Finance, Department of Expenditure vide OM No.25)6)/E.Coord-2014 as stated below must be complied with:

- i) Notes should be typed/written on both sides of the paper/note sheet;
- ii) Typing should be done in single space;
- iii) Policy instructions/guidelines issued through Orders, OMs etc. may be uploaded on the official website of the Organisation. Number of hard copies of such communications may be limited to the required minimum;
- iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections.
- v) Forms, proformas, returns etc. in connection with the organizational mandate may be reviewed in relation to their size and format should be recast and simplified/shortened. Manual submissions of forms, returns etc wherever stipulated either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms, returns etc. may be encouraged.


(Dr. H.LALRINMAWIA)

Director

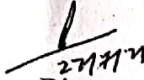
Regional Institute of Paramedical
& Nursing Sciences, Aizawl

Dated Aizawl, the 22nd July, 2021

Memo No.G.20014/1/2021-(Accts)/RIPANS/35(A)

Copy to:-

1. Principal/HoDs for information and to instruct subordinate staff to strictly comply the instructions of Ministry of Finance.
2. AO/FO/O i/c Training & Placement Cell/Librarian for information and to instruct subordinate staff to strictly comply the instructions of Ministry of Finance.
3. System Engineer to upload in Institute's website.
4. Office Order Guard File


Director

Regional Institute of Paramedical
& Nursing Sciences, Aizawl