



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)

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OFFICE ORDER


Dated Aizawl, the 6th June, 2024

No.G.21014/3/2024-Accts-RIPANS/121: This is for information to all concerned that the instructions regarding economy in use of paper have been issued by the Ministry of Finance, Department of Expenditure from time to time. The instructions issued vide Office Memorandum No.25(6)/E-Coord-2014 Dated 22.08.2014 and No. 25(6)/E.Coord-2014 Dated 30.11.2016 are hereby circulated to all concerned officers and staff for strict compliance and attached as Annexure-I & II.

In addition to the instructions contained in the aforesaid OMs, the following guidelines are to be followed with immediate effect:

1. Used papers having one blank side not to be disposed of unless it contains sensitive or confidential information. It should be utilized for drafts, casual leave application etc by cancelling the used side of the paper.
2. Minutes/Meeting Notice etc are to be circulated through email as far as possible. When the hard copies are required to be circulated, photocopy be made by utilizing both sides of the papers.
3. Claim form of visiting faculty, report, list and proposal etc are to be submitted by utilizing both sides of the papers.

Principal/HoDs/Section heads must ensure that the instructions are duly followed and strictly complied within their Department/Sections.



(Dr. SANJAY D. SAWANT)
Director

Regional Institute of Paramedical
& Nursing Sciences

Dated Aizawl, the 6th June, 2024

Memo No. No.D.11028/9/2023-RIPANS-VOL-V/121(A)
Copy to:

1. Principal/HoDs for information and wide circulation among subordinate staff.
2. AO/O i/c T&P for information and wide circulation among subordinate staff.
3. AAO(Acct)/Library & Information Assistant for information wide circulation among subordinate staff.
4. Computer Cell to upload on the Institute's website.
5. PA to Director for information and record.
6. Office Order Guard File.


Director
Regional Institute of Paramedical
& Nursing Sciences

No.25(6)/E.Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
22nd August, 2014

Office Memorandum

Subject :- Economy in use of paper.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned :-

- (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 Ministry/Department/Organization. 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., if any, stipulated by Ministries/ Departments/ Organizations in connection the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified/shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission 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.
2. All the Ministries/Departments, attached, subordinate offices and autonomous or statutory bodies funded by GOI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries/Departments of GOI in r/o organizations/entities or field establishments under their administrative control.
 3. This has the approval of Secretary(Expenditure).

Sudha Krishnan
(Sudha Krishnan)

Joint Secretary to the Government of India

1. All Secretaries to the Government of India (by name)
2. All the Financial Advisers

Copy for kind information to :

1. Cabinet Secretary
2. Finance Secretary