



# 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 10<sup>th</sup> January, 2022

No.G.25015/1/2021/Accts)RIPANS/80 : It is hereby reiterated to all concerned that financial regulations as per GFR should be strictly complied with by all staff dealing with procurement and works. The following guidelines should be strictly followed:

1. No works shall be commenced or liability incurred without administrative approval and financial concurrence.
2. No Work Order /Supply Order should be issued without obtaining financial concurrence.
3. Copy of Work Order/Supply Order should be given to concerned HoD, AO and FO.
4. Tender for civil works done through CPP portal should be immediately followed by Notice mentioning details of works, amount of estimates with date of publishing of tender, bid opening date etc, with copy given to concerned HoD, AO, FO and PA to Director.
5. Copy of Limited tender Notice should be given to concerned HoD, AO, FO and PA to Director.
6. No Tender, Limited or Open Tender should be opened in the absence of the following officials who will sign in the tender opening summary and bid cover:
  - i) Director OR Administrative Officer.
  - ii) Finance Officer OR Accountant.
  - iii) Dealing staff.
7. Technical Bid Evaluation should be done and signed by the following:
  - i) Indenting Officer/Concerned HoD/Section Head
  - ii) Store/Procurement Cell OR Technical Cell, as the case may be.
  - iii) Dealing staff.
8. Financial Bid Evaluation should be done and signed by the following:
  - i) Finance Officer
  - ii) Store/Procurement Cell OR technical Cell, as the case may be.
  - iii) Dealing staff.

  
(Dr. H.LALRINMAWIA)  
Director

 Regional Institute of Paramedical  
& Nursing Sciences, Aizawl


Dated Aizawl, the 10<sup>th</sup> January, 2021

Memo No. G.25015/1/2021/Accts)RIPANS/80(A)

Copy to:-

1. Principal/HoDs for information.
2. AO/FO/Officer for information.
3. Concerned Staff-Procurement/Technical for strict compliance
4. System Engineer to upload the order in Institute's website.
5. Office Order Guard File

  
10/1/22  
Director

 Regional Institute of Paramedical  
& Nursing Sciences, Aizawl