



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

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

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OFFICE ORDER

Dated Aizawl, the 7th February, 2023

No.G.25015/1/2021-Accts-RIPANS/112 : As empowered under Rule 4 of the Bye Laws of RIPANS and as per the provisions under Section VI, Rule 75 (1) of Compendium on Rules of Advances, the undersigned is pleased to issue a Special Order for grant of advances to the employees of RIPANS for departmental purposes with the following regulations and conditions:

1. Advance for departmental purposes in respect of RIPANS will include advances required for the following activities:
 - (i) Annual events such as Parafest, Graduation Day etc.
 - (ii) Various Academic activities such as Exposure Training, Industrial Training, Study Tour, Rural Health Posting, Health Camps, Seminars and Workshops etc. and IQAC activities.
 - (iii) Swachh Bharat activities including hiring of labours for clearing of weeds and bushes.
 - (iv) Urgent repair works.
2. Adjustment bills of advance for the above purposes shall be submitted within 15 days from the date of completion of the programme/work.
3. An advance shall not be granted to an employee without a substantive appointment, and the grant of the advance shall be subject to such general or special instructions as may be issued from time to time by the Finance Ministry.
4. Agreements should be executed at the time of drawing of advance as per the prescribed proforma which is enclosed as **Annexure-I**.
5. Date of drawing of advances will be the date of transfer of advance to the bank account of the concerned employee through PFMS.
6. Advance sanction order/agreement should stipulate that no interest shall be chargeable if the conditions attached to the sanction, including those relating to the recovery of amount, are complied with fully to the satisfaction of the competent authority.
7. However, in case of default, interest @ 2% (two per cent) over provident fund interest rate shall be charged in the following cases:
 - (i) In cases where the advance is not utilized fully but the adjustment bill is submitted in time, interest may be charged as stated above on the unutilized portion of advance from the date of drawal of advance to the date of refund.
 - (ii) In cases where the adjustment bill is not submitted within the prescribed time, the entire amount of advance may be recovered on lumpsum immediately on expiry of such time. In such cases also, the interest may be charged as mentioned above, on the entire amount of advance from the date of drawal of the date of recovery of amount. The claim for reimbursement would, however, not be forfeited merely on account of recovery of advance.
8. The Director may, however, waive such recovery or charging of interest thereon, in cases where non-submission of adjustment bill can be attributed to genuine difficulties.

9. No further advance shall be sanctioned to any employee until the previous advance is fully settled.

Issue of this Office Order does not imply that default and recovery of penal interest as observed by Internal Audit will be effective from the date of issue of this Order as Office Order on the matter was already issued on 02.12.2016.



(Dr. H. LALRINMAWIA)

Director

Regional Institute of Paramedical
& Nursing Sciences: Aizawl

Dated Aizawl, the 21st February, 2023

Memo G.25015/1/2021-Accts-RIPANS/112(A)

Copy to:

1. Principal/HoDs for information and to circulate to subordinate staff in their Departments.
2. AO/Officer i/c Training Cell/Librarian for information and to circulate to subordinate staff in their Departments.
3. Finance Officer for information and strict compliance. Register as per the prescribed proforma of GFR should be properly maintained.
4. System Engineer to upload in the Institute's website.
5. Office Order Guard File.



Director

Regional Institute of Paramedical
& Nursing Sciences: Aizawl

AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING OF ADVANCE

[See Section I Rule (2) of Compendium of Rules on Advances]

I, _____ (name of the employee), _____
 (designation) of _____ Department/Section having received a sum
 of Rupees ₹ _____ (Rupees _____) only, an
 advance from the Director, RIPANS for _____ (purpose of advance),
 hereby agree that the amount shall be adjusted against actual expenditure bill immediately after
 the completion of the specified period and that I shall forthwith refund to the Director, RIPANS
 any portion of the advance not so adjusted. If for any reason the specified purpose is not fulfilled,
 I hereby agree to refund forthwith to the Director, RIPANS the entire sum of the advance on
 demand.

I agree that no interest shall be chargeable if the conditions attached to the sanction, including
 those relating to the recovery of amount, are complied with fully to the satisfaction of the
 competent authority.

I also agree that in case of default, interest @ 2% (two per cent) over provident fund interest rate
 shall be charged in the following cases:

- (i) If the advance is not utilized fully but the adjustment bill is submitted in time, interest
 shall be charged as stated above on the unutilized portion of advance from the date of
 drawal of advance to the date of refund.
- (ii) If the adjustment bill is not submitted within the prescribed time, the entire amount of
 advance shall be recovered on lumpsum immediately on expiry of such time from my
 pay bill or any other dues. In such cases also, the interest may be charged as mentioned
 above, on the entire amount of advance from the date of drawal of the date of recovery
 of amount.

I agree that no further advance shall be sanctioned to me until the previous advance is fully settled.

Revenue stamp

Signature : _____

Name : _____

Designation : _____

Department/Section: _____

Office Round seal

Countersigned:

Signature : _____

Director, RIPANS