



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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Zemabawk, Aizawl, Mizoram - 796017

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OFFICE ORDER

Dated Aizawl, the 20th March, 2024

No.G.21014/3/2024-Accts-RIPANS/12 : In order to maintain systematic and rationalized monitoring of expenditure and for improvement of internal control mechanism in the Institute, the following guidelines should be strictly continued/adopted:

1. Copy of supply order/work order should be given to the concerned HoD/indenting officer.
2. In case of online bidding, copy of work/supply order generated online should also be given to the concerned HoD/indenting officer.
3. In case of minor civil and electrical works where materials are procured locally, copy of supply order should be given to the concerned HoD/indenting officer. Copy should also be given to the concerned Carpenter/Electrician/Plumber who is detailed to execute the repair work and timeline for completion of the repair work should be clearly specified.
4. Materials at Site Register and Excess Materials Return Register should be properly maintained by the Technical Cell or Store, as the case may be, and all the materials procured for such minor civil and electrical works should be entered properly. Format attached.
5. Supply Order Register and Work Order register should be maintained by all staff dealing with issue of such orders. Date of actual supply or completion of work should be entered in the register.

(Dr. SANJAY D. SAWANT)

Director

Regional Institute of Paramedical
& Nursing Sciences

Dated Aizawl, the 20th March, 2024

Memo No. No.G.21014/3/2024-Accts-RIPANS/12(A)

Copy to:

1. Principal/HoDs for information.
2. AO/AAO(Admin) for information.
3. Accounts Section for information.
4. All concerned staff for information.
5. Computer cell to upload on the Institute's website.
6. Office Order Guard File.

Director

Regional Institute of Paramedical
& Nursing Sciences

RIPANS, AIZAWL

MATERIALS AT SITE REGISTER-- EXCESS MATERIALS RETURN

Name of work : _____

Supply Order No. : _____

Name of Supplier : _____

Materials issued vide Materials at Site Register No..... Page No.....

Sl. No.	Description of materials	Quantity	Rate	Amount	Date of completion

Dealing Technical staff to whom materials issued:

Signature : _____

Name : _____

Designation : _____

Received in Store and entered in Stock Register

Volume No. _____ page No. _____

Signature : _____

Name : _____

Designation : _____

Countersigned (AO/AAO admin)

Signature : _____

Name : _____

Designation: _____

RIPANS, AIZAWL
MATERIALS AT SITE REGISTER

Name of work : _____

Supply Order No. : _____

Name of Supplier : _____

Sl. No.	Description of materials	Quantity	Rate	Amount	Excess Materials

Issued to : _____ Approved by: (AO/AAO admin)

Signature : _____ Signature : _____

Name : _____ Name : _____

Designation: _____ Designation : _____

Completion of work done: (Technical Cell):
Countersigned (Principal/HoD/Section Head)

Signature : _____ Signature : _____

Name : _____ Name : _____

Designation : _____ Designation : _____

Excess Materials returned to Store vide Register No..... Page No.