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**DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY
PUSA (SAMASTIPUR) BIHAR- 848 125**

O.O.No. II.Estt./ 298 /RPCAU, Pusa

Dated 25 April, 2020

OFFICE-ORDER

The Government of India has decided to cut the expenditure in right earnest as the financial impact of Covid-19 deepens and the government has passed instructions to all departments to reduce their expenditure from their first-quarter spending plans except that deals with schemes related to the pandemic. Keeping in view of the decision taken above amid COVID-19, RPCAU, Pusa has also decided in a meeting to curtail following expenditure with immediate effect:

A. POL and Electricity: Following steps will be taken to minimize the running of generator and use of electricity:

1. Domestic water supply pumps installed at Punjab Plot & SRI will run whenever there is electricity if the overhead tank is not full. Put up an alarm which runs as soon as water level falls below 3ft from top. Pumps will be started as soon as water level falls below 3ft from top.

All resident should be informed that if there is electricity supply disruption for longer duration, they should restrict their water use so that running of generator is minimized. The generators will run for maintaining water supply only when disruption in electricity is more than 8 hours at a stretch. All residents are requested to minimize wastage of water. There are taps outside residential quarters to irrigate kitchen garden. These taps should be used very judiciously. In no case they should be left running. In case it is found so, the concerned resident will be warned in first instance, a fine of Rs. 1000/- in second offence and a fine of Rs. 5000/- in third repeat offence.

2. No generator will run in residential towers for water supply. Same alarm should be installed and pumps should be run as per item-1. Running of generator will be done only for disruption lasting more than 8 hours.
3. Guest House generator will not run until there is an VIP in guest house. VIP will be identified from Vice-Chancellor office.
4. The maximum limit of running of official vehicles is reduced to 300 km per month from 400 km for all officers except Director Seed & Farms.
5. Alarm system will be installed in water tank of hostels so that there is no requirement of generator.
6. No generator except for academic building (For ARIS Cell only) will run except in condition when power cut is more than 3 hours at a stretch.
7. No ACs will run in offices up to 30th June, 2020.
8. Controlling officers should ensure that no light/fans are running once office is closed for lunch hour and after office hours.

B. Stationary & Cartridge:

1. The use of stationary and cartridge have to be minimized.
2. Circulars/ Office Orders should not be printed for circulation. Instead only one copy should be printed and signed and its scanned copy should be sent to all concerned by official e-mail. If it concerns all then the scanned copy should be sent to ARIS Cell for uploading on website as well as LED notice board. The print after scanning should be put in concerned file. The recipients of such circulars will not print it and store it in their systems. Periodically, they should download these letter/circulars in a pendrive (specific for this only) which should be kept in safe custody of officer.
3. All proceedings should be printed only one copy. After signing, it should be scanned and sent to all concerned by e-mail. Hard copy should be stored in file. All recipients will not print it and store it as indicated in (2).

C. Expenditure on Advertisement:

To reduce the expenditure on the advertisement, only necessary advertisement will be sent to not more than one or two agency of news paper etc. for publication at a time.

All advertisement will be routed through consultant (Publicity). He will make a roster of news papers to whom advertisement will be sent. One advertisement will be sent to only two news papers. Consultant (Publicity) is instructed to prepare such roster and get approved by the Vice- Chancellor.

D. Official Tour:

All tours even within state will be put up to Vice-Chancellor for approval. The travel to Muzaffarpur, Darbhanga and Samastipur will be approved by controlling officer. However, if official vehicle is being used for travel, no DA will be admissible even if total travel time exceeds 6 hours.

E. Sanitation item:

Purchasing of sanitation items will be minimized at the level of controlling officer. All the controlling officers will make sure that the previous items have not been misused and it has been properly managed by the store in-charge and also the indent placed for sanitary item is really needed. These items will be purchased only on requisition.

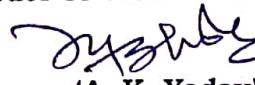
F. Out-sourcing of Man-power:

No further sanction will be given to deploy any manpower through out-sourcing. All the controlling officers will minimize the manpower at their level. The existing manpower will only be given extension, if required.

Above guidelines are being issued for strict compliance for all the employees of this University and trust that every individual staff will feel responsibility to minimize the expenditure in all sections. These guidelines will remain effective till 30th September, 2020, after which it will be reviewed in view of emerging situation.

The guidelines will be effective from immediate.

By order of Vice-Chancellor


(A. K. Yadav) 25.4.2020
Deputy Registrar (Estt.)

Copy to: 1) Registrar/ Deans and Directors/ ADRs/ PDs/ HoDs/ Comptroller/Deputy Registrars/ Sr. Scientist and Heads, KVKs/Officer-in-Charge, Research Stations & Sub-Stations/ Warden for information and necessary action.

2) In-charge, ARIS Cell, RPCAU, Pusa for display on University Website, and LED notice board.

CC to: Secretary to Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.