

कार्यालय-निदेशक, माध्यमिक शिक्षा राजस्थान, बीकानेर

ORDER

In exercise of the powers conferred upon me under rule 3 (a) of the General Financial and Accounts Rules निम्न सूची के कॉलम संख्या तीन के अनुरूप for the purpose of the Financial Rules of the Government in respect of निम्न सूची के कॉलम संख्या दो के अनुरूप He/She shall exercise all the financial and other powers delegated to a Head of Office under the Financial Rules and orders issued from time to time.

The duties and responsibilities are generally laid down in the various provisions of the General Financial and Account Rules of the Government. An abstract of important duties are contained in Appendix-I.

The निम्न सूची के कॉलम संख्या तीन के अनुरूप shall perform the following duties in particular:-

- (1) To sign as a Drawing and Disbursing Officer, all bills for personal claims of all Government servants and contingent expenditure to be presented to the treasury;
- (2) To account for all the receipts and payments made out of the funds so drawn and to make payments to the proper payee's against valid acquittance and to attest it in token of payments;
- (3) To maintain Cash Book and all account registers and records particularly, Register for Watching Encashment of Bills, Bill Transit Register, Register of Short Term Advances, Register of Contingent Expenditure, Register of Advance and Adjustments, Stock Registers, Register of Misappropriation, etc., Register showing Receipt, Disposal of Cheques, Drafts, Postal Money Orders, etc. and Register of Payments made by Postal Money Order/Drafts and to sign the relative entries;
- (4) To incur recurring and non-recurring contingent expenditure in accordance with Financial Rules, Orders and delegation of Financial Powers issued by the Government from time to time and sign Register of Contingent Expenditure;
- (5) To ensure adjustment of temporary advances given to Government Servants and to ensure recovery of unspent balances within the prescribed period and take action thereon as provided in these Rules; and
- (6) To ensure economical procurement of stores articles and to arrange their proper accounting and custody.
- (7) These orders are valid up to finance matters.
- (8) These orders are effective up to joining of Head of office.

क्र.सं.	विद्यालय का नाम जिनके अधिकार दिए जाते हैं मय ऑफिस आई. डी	आहरण वितरण अधिकारी का नाम, पदनाम एवं विद्यालय / कार्यालय का नाम मय एम्प्लॉई आई. डी	कोष / उपकोष
1	GOVT. SENIOR SECONDARY SCHOOL 3MD BANKALGARH (225153) (Principal & Equivalent , 34293)	SAROJ SAINI (Principal & Equivalent) , MAHATMA GANDHI GOVT. SCHOOL MOHANGARH (472483)) , (DOB : 08-08-1979) , (pay manager office id : 39579) , (Employee Id : RJAL200602001030)	JAISALMER (2200)
2	MAHATMA GANDHI GOVT. SCHOOL THIKRIYA MEENAN (402289) (Principal & Equivalent , 40738)	KAMAL NAYAN SAPRA (Principal & Equivalent) , GOVT. SENIOR SECONDARY SCHOOL THIKRIYA MEENAN (218297)) , (DOB : 23-12-1969) , (pay manager office id : 9399) , (Employee Id : RJSK1992330208767)	CHASU (2003)

Signature valid

Digitally signed by Sanjay Dhawan

Designation : Financial Advisor

Date: 2023-08-23 10:05:21 IST

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3	MAHATMA GANDHI GOVT. SCHOOL GANDHIBADI (227151) (Principal & Equivalent , 35209)	ANIL KUMAR (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL CHIDIA GANDHI 6 SDR (212399) , (DOB : 09-02-1987) , (pay manager office id : 30893) , (Employee Id : RJHA201116028328)	BHADRA (1701)
4	GOVT. SENIOR SECONDARY SCHOOL GILUND (224157) (Principal & Equivalent , 21171)	MADAN LAL BALAI (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL GILUND (224157) , (DOB : 08-08-1973) , (pay manager office id : 21171) , (Employee Id : RJCT199811003697)	CHITTORGARH (1100)
5	GOVT. SENIOR SECONDARY SCHOOL RAMASANI BALA (227155) (Principal & Equivalent , 35213)	RATAN SINGH RATHORE (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KHARIYANEEV SOJAT PALI (221166) , (DOB : 25-08-1968) , (pay manager office id : 15254) , (Employee Id : RJPA199029018319)	SOJAT (3106)
6	GOVT. SENIOR SECONDARY SCHOOL DHOLIYA (223589) (Principal & Equivalent , 27553)	DILBAG YADAV (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL LASADIYA (223580) , (DOB : 15-06-1993) , (pay manager office id : 19226) , (Employee Id : RJUD202139004235)	LASARIYA (4111)
7	GOVT. SENIOR SECONDARY SCHOOL GUDHA (211374) (Principal & Equivalent , 3576)	RUCHI SAXENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL GUDHA (211374) , (DOB : 14-01-1976) , (pay manager office id : 3576) , (Employee Id : RJBI201709005688)	KOLAYAT (0902)
8	GOVT. SENIOR SECONDARY SCHOOL CHEELPURA (211818) (Principal & Equivalent , 30817)	MANISH KUMAR KUNDARA (Principal & Equivalent) ,MAHATMA GANDHI GOVT. SCHOOL TEEKATPUR (211819) , (DOB : 13-03-1988) , (pay manager office id : 7260) , (Employee Id : RJAL201202024252)	RAJAKHERA (1403)
9	GOVT. SENIOR SECONDARY SCHOOL BIRAI (220279) (Principal & Equivalent , 12309)	PADAM SINGH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL MOONDSAR (220295) , (DOB : 05-06-1987) , (pay manager office id : 29758) , (Employee Id : RJJO201124006644)	BALESAR (2709)
10	GOVT. SENIOR SECONDARY SCHOOL DHARONIYA (224653) (Principal & Equivalent , 21806)	KALU RAM RAIGAR (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL DHARONIYA (224653) , (DOB : 01-07-1979) , (pay manager office id : 21806) , (Employee Id : RJDA201513000141)	PIRAWA (2406)
11	GOVT. SENIOR SECONDARY SCHOOL MANDOLI NAGAR (213783) (Principal & Equivalent , 14440)	THANA RAM PRAJAPAT (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL MANDOLI NAGAR (213783) , (DOB : 12-07-1980) , (pay manager office id : 14440) , (Employee Id : RJJL200821030027)	Jaswantpura (2307)
12	GOVT. SENIOR SECONDARY SCHOOL FALAMADA (214442) (Principal & Equivalent , 17321)	SATYA NARAYAN KHATI (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL UNKHALYA (214443) , (DOB : 20-05-1965) , (pay manager office id : 17321) , (Employee Id : RJW11890011941)	(GULABPURA)

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13	GOVT. SENIOR SECONDARY SCHOOL RUPALIYA (214817) (Principal & Equivalent , 30467)	BARDA LAL REGAR (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL BADA MAHUA (214810)) , (DOB : 26-01-1968) , (pay manager office id : 17801) , (Employee Id : RJBW199408008101)	BHILWARA (0800)
14	MAHATMA GANDHI GOVT. SCHOOL GHOSUNDA (467599) (Principal & Equivalent , 39418)	SUSHEEL KUMAR SANKHLA (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL GHOSUNDA (224186)) , (DOB : 04-09-1964) , (pay manager office id : 21334) , (Employee Id : RJCT198511009746)	CHITTORGARH (1100)
15	GOVT. SENIOR SECONDARY SCHOOL LUNSARA (213430) (Principal & Equivalent , 11967)	JEET MAL (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL LUNSARA (213430)) , (DOB : 21-08-1990) , (pay manager office id : 11967) , (Employee Id : RJJL201721011683)	JAYAL (3003)
16	MAHATMA GANDHI GOVT. SCHOOL DARIBA (219307) (Principal & Equivalent , 10640)	MAHENDRA KUMAR MEENA (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL DARIBA (219307)) , (DOB : 13-04-1987) , (pay manager office id : 10640) , (Employee Id : RJRA201231049048)	NEEM KA THANA (3504)
17	GOVT. SENIOR SECONDARY SCHOOL 3 RJD SANSARDESAR (211277) (Principal & Equivalent , 26340)	SURENDER KUMAR (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL 3 RJD SANSARDESAR (211277)) , (DOB : 02-06-1984) , (pay manager office id : 26340) , (Employee Id : RJS201220009926)	LOONKARANSAR (0903)
18	GOVT. SENIOR SECONDARY SCHOOL TATARPUR (216305) (Principal & Equivalent , 6195)	SHISH RAM YADAV (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL TATARPUR (216305)) , (DOB : 19-08-1972) , (pay manager office id : 6195) , (Employee Id : RJAL199702004368)	ALWAR (0200)
19	GOVT. SENIOR SECONDARY SCHOOL THALANJOO (226809) (Principal & Equivalent , 34575)	RAM NARAYAN (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL THALANJOO (226809)) , (DOB : 16-09-1983) , (pay manager office id : 34575) , (Employee Id : RJUD201739004346)	NAGAU (3000)
20	GOVT. SENIOR SECONDARY SCHOOL NEGRADA (213529) (Principal & Equivalent , 29336)	JAI PAL (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL HARWECHA (225164)) , (DOB : 02-06-1996) , (pay manager office id : 32656) , (Employee Id : RJBM202105002575)	SHIV (0505)
21	GOVT. SENIOR SECONDARY SCHOOL ATROLI (211816) (Principal & Equivalent , 7345)	AKHILESH KUMAR SHARMA (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL FARASPURA (211813)) , (DOB : 02-07-1965) , (pay manager office id : 26570) , (Employee Id : RJDH199014011046)	RAJAKHERA (1403)
22	MAHATMA GANDHI GOVT. SCHOOL SYAR (214190) (Principal & Equivalent , 15644)	RANJEET JAT (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL SYAR (214190)) , (DOB : 01-07-1983) , (pay manager office id : 15644) , (Employee Id : RJAJ201201007543)	SARWAR (0105)

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23	GOVT. SENIOR SECONDARY SCHOOL JUNIYA (222144) (Principal & Equivalent , 16483)	BAJRANG LAL MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL JUNIYA (222144)) , (DOB : 20-07-1965) , (pay manager office id : 16483) , (Employee Id : RJTO198636012032)	DEOLI (3701)
24	GOVT. SENIOR SECONDARY SCHOOL KARAWARA (223421) (Principal & Equivalent , 18958)	KOMAL KUMAR KANWARIYA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KARAWARA (223421)) , (DOB : 04-09-1985) , (pay manager office id : 18958) , (Employee Id : RJL201421022614)	KHAIRWARA (4104)
25	MAHATMA GANDHI GOVT. SCHOOL MEENA BARODA (487189) (Principal & Equivalent , 36383)	HARISH CHAND SHARMA (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL MEENA BARODA (487189)) , (DOB : 20-01-1988) , (pay manager office id : 36383) , (Employee Id : RJKA201426027893)	GANGAPURCITY (3403)
26	GOVT. SENIOR SECONDARY SCHOOL BHAWAD BAORI JODHPUR (219742) (Principal & Equivalent , 12384)	RAM KISHOR CHOUDHARY (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BHAWAD BAORI JODHPUR (219742)) , (DOB : 02-08-1975) , (pay manager office id : 12384) , (Employee Id : RJJO199825016134)	BAORI (2707)
27	GOVT. SENIOR SECONDARY SCHOOL SARNAU (213682) (Principal & Equivalent , 14437)	MOHAN LAL SARAN (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL SARNAU (213682)) , (DOB : 15-08-1980) , (pay manager office id : 14437) , (Employee Id : RJL200521016323)	SANCHORE (2304)

क्रमांक-:शिविरा/माध्य/स्थिरी-स/34180-02233/ 2023

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:-

- 1 महालेखाकार, लेखा एवं हकदारी, राज. जयपुर।
- 2 सम्बन्धित जिला शिक्षा अधिकारी (मुख्यालय)-माध्यमिक/ब्लॉक शिक्षा अधिकारी।
- 3 सम्बन्धित संस्था प्रधान।
- 4 प्रोग्रामर, बजट अनुभाग, कार्यालय हाजा को प्रेषित कर लेख है कि उल्लिखितानुसार 03 पांवर स्वीकृति के अनुसार IFMS 3.0 पोर्टल पर कार्यालयाध्यक्ष को अद्यतन करवाने हेतु।
- 5 सम्बन्धित कोष/उपकोष।
- 6 सिस्टम एनालिस्ट, कार्यालय हाजा को विभागीय वेबसाइट पर अपलोड करने/सम्बन्धित को ई-मेल प्रेषित करने हेतु।

वित्तीय सलाहकार
माध्यमिक शिक्षा राजस्थान, बीकानेर

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