

# 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 Mis-appropriation, 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.

## Signature valid

Digitally signed by Sanjay Dhawan  
Designation: Financial Advisor  
Date: 2023.07.04 17:00:19 IST  
Reason: Approver

RajKaj Ref No. : 4172176



क्र.सं.	विद्यालय का नाम जिनके अधिकार दिए जाते हैं	आहरण वितरण अधिकारी का नाम, पदनाम एवं विद्यालय / कार्यालय का नाम	कोष / उपकोष
1	GOVT. GIRLS SENIOR SECONDARY SCHOOL NAURANGDESAR (412594) ( Principal & Equivalent	PREETI ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL NAOURANGDESAR (212307) , ( DOB : 13-07-1983 ), ( pay manager office id : 3243 )	HANUMANGARH ( 1700 )
2	MAHATMA GANDHI GOVT. SCHOOL BANETHA (222177) ( Principal & Equivalent	LADU RAM BAIRWA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL BANETHA (222178) , ( DOB : 09-07-1979 ), ( pay manager office id : 16701 )	UNIARA ( 3705 )
3	GOVT. SENIOR SECONDARY SCHOOL BHAGSAR (214744) ( Principal & Equivalent	DINESH KUMAR ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL BHAGSAR (214744) , ( DOB : 26-07-1983 ), ( pay manager office id : 29602 )	PILIBANGA ( 1703 )
4	MAHATMA GANDHI GOVT. SCHOOL KACHHOLA (222625) ( Principal & Equivalent	GEETA MAHESHWARI ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL KACHHOLA (222624) , ( DOB : 01-07-1974 ), ( pay manager office id : 17876 )	MANDALGARH ( 0807 )
5	GOVT. SENIOR SECONDARY SCHOOL DHORALA (212782) ( Principal & Equivalent	NAMEE CHAND MEENA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL DHORALA (212782) , ( DOB : 06-02-1991 ), ( pay manager office id : 26639 )	BONLI ( 3405 )
6	MAHATMA GANDHI GOVT. SCHOOL FARIDSAR (462552) ( Principal & Equivalent	PARWATI RANI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL 25 H-DALPATSINGHPUR (211910) , ( DOB : 15-09-1984 ), ( pay manager office id : 29258 )	KARANPUR ( 1603 )
7	GOVT. SENIOR SECONDARY SCHOOL UDANIYO KI DHANI (481083) ( Principal & Equivalent	TARACHAND SUTHAR ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SANWREEJ (220184) , ( DOB : 01-07-1986 ), ( pay manager office id : 12424 )	PHALODI ( 2704 )
8	GOVT. SENIOR SECONDARY SCHOOL MANPURA MASUDA (482609) ( Principal & Equivalent	RAMESH CHAND KHATIK ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL HARRAJPURA (221717) , ( DOB : 01-07-1977 ), ( pay manager office id : 27273 )	MASUDA ( 0601 )
9	GOVT. SENIOR SECONDARY SCHOOL GHADSISAR (215338) ( Principal & Equivalent	KAILASH CHAND SHARMA ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL PATAMDESAR (215339) , ( DOB : 20-04-1973 ), ( pay manager office id : 29478 )	SARDARSHAHAR ( 1204 )
10	GOVT. SENIOR SECONDARY SCHOOL SHIVNAGAR (479822) ( Principal & Equivalent	CHAIINA RAM REBARI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL HANUTIYA (221733) , ( DOB : 01-03-1969 ), ( pay manager office id : 15924 )	MASUDA ( 0601 )
11	GOVT. SENIOR SECONDARY SCHOOL CHOUGAN GATE BUNDI (222342) ( Principal & Equivalent	BHAGWAT PRASAD ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL CHOUGAN GATE BUNDI (222342) , ( DOB : 09-07-1973 ), ( pay manager office id : 16905 )	BUNDI ( 1000 )
12	GOVT. SENIOR SECONDARY SCHOOL PALCHA (227107) ( Principal & Equivalent	RAVINDRA KUMAR MEENA ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL GOGHRUD (223357) , ( DOB : 25-01-1989 ), ( pay manager office id : 27487 )	KOTRA ( 4105 )
13	GOVT. SENIOR SECONDARY SCHOOL KHABARIYANA (213424) ( Principal & Equivalent	MOTA RAM ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SURPALIYA (213448) , ( DOB : 05-06-1988 ), ( pay manager office id : 11849 )	JAYAL ( 3003 )
14	GOVT. SENIOR SECONDARY SCHOOL NAVAGAVN (225332) ( Principal & Equivalent	BHAYA LAL DANTLA ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL BAWDIPADA (223957) , ( DOB : 08-09-1968 ), ( pay manager office id : 27730 )	Sajjangarh ( 0306 )
15	MAHATMA GANDHI GOVT. SCHOOL BAIN (215159) ( Principal & Equivalent	MOHAMMED RAFIQ ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL CHANGOI (215165) , ( DOB : 01-03-1966 ), ( pay manager office id : 4354 )	TARANAGAR ( 1206 )
16	GOVT. SENIOR SECONDARY SCHOOL MOKALWAS (219309) ( Principal & Equivalent	RAMNIWASH KUMAWAT ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL MOKALWAS (219309) , ( DOB : 15-05-1985 ), ( pay manager office id : 10350 )	NEEM KA THANA ( 3504 )

Signature valid

Digitally signed by Sanjay Dhawan  
Designation: Financial Advisor  
Date: 2023.07.04 17:00:19 IST  
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17	CH.RAMCHANDRA GODARA GOVT. GIRLS SENIOR SECONDARY SCHOOL DABLI KALAN (466202) ( Principal & Equivalent	NARSHI RAM ( Lecturer (I Gr.) ) ,CH.RAMCHANDRA GODARA GOVT. GIRLS SENIOR SECONDARY SCHOOL DABLI KALAN (466202) ) , ( DOB : 04-06-1991 ) , ( pay manager office id : 37130 )	TIBBI ( 1706 )
18	SHAHEED JAI NARAYAN GOVT. SENIOR SECONDARY SCHOOL KULOTH KALAN (215873) ( Principal & Equivalent	JAVINDRA KUMAR ( Lecturer (I Gr.) ) ,SHAHEED JAI NARAYAN GOVT. SENIOR SECONDARY SCHOOL KULOTH KALAN (215873) ) , ( DOB : 05-12-1993 ) , ( pay manager office id : 5051 )	SURAJGARH ( 2507 )
19	OSTWAL CHAUDHARY SUSHILA MENA BEN GOVT. GIRLS SENIOR SECONDARY SCHOOL DEH (219603) ( Principal & Equivalent	MUNNI ( Lecturer (I Gr.) ) ,OSTWAL CHAUDHARY SUSHILA MENA BEN GOVT. GIRLS SENIOR SECONDARY SCHOOL DEH (219603) ) , ( DOB : 02-04-1983 ) , ( pay manager office id : 12011 )	JAYAL ( 3003 )
20	GOVT. SENIOR SECONDARY SCHOOL DAGLA KA KHERA (224185) ( Principal & Equivalent	ANIL KUMAR SHARMA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL DAGLA KA KHERA (224185) ) , ( DOB : 11-06-1973 ) , ( pay manager office id : 21268 )	CHITTORGARH ( 1100 )
21	GOVT. SENIOR SECONDARY SCHOOL MALIYO KA NAYAGAON (221834) ( Principal & Equivalent	KEDAR KHATI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SADARA (221825) ) , ( DOB : 01-06-1969 ) , ( pay manager office id : 16205 )	KEKRI ( 0102 )
22	GOVT. SENIOR SECONDARY SCHOOL DELASAR (220437) ( Principal & Equivalent	AMARA RAM ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL CHANDHAN (220418) ) , ( DOB : 10-01-1990 ) , ( pay manager office id : 13254 )	JAISALMER ( 2200 )
23	MAHATMA GANDHI GOVT. SCHOOL KARWAR (222259) ( Principal & Equivalent	SUMAN SHARMA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL KARWAR (222258) ) , ( DOB : 06-01-1983 ) , ( pay manager office id : 17073 )	NAINWA ( 1003 )
24	SETH GANESHILAL MAHATMA GANDHI GOVT. SCHOOL CHANDOLI (215687) ( Principal & Equivalent	HARVEER SINGH YADAV ( Lecturer (I Gr.) ) ,SETH GANESHILAL MAHATMA GANDHI GOVT. SCHOOL CHANDOLI (215687) ) , ( DOB : 11-07-1973 ) , ( pay manager office id : 6232 )	ALWAR ( 0200 )

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 सम्बन्धित कोष/उपकोष।
- 5 सिस्टम एनालिस्ट, कार्यालय हाजा को विभागीय वेबसाइट पर अपलोड करने/सम्बन्धित को ई-मेल प्रेषित करने हेतु।

सत्यमेव जयते

वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान  
बीकानेर

वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान  
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