

# 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 FATEHGARH (220540) ( Principal & Equivalent , 13139 )	RAMAN LAL PRAJAPAT ( Lecturer (I Gr.) ) , GOVT. SENIOR SECONDARY SCHOOL FATEHGARH (220540) ) , ( DOB : 25-07-1992 ) , ( pay manager office id : 13139 ) , ( Employee Id : RJS201820017746 )	FATEHGARH ( 2202 )
2	GOVT. SENIOR SECONDARY SCHOOL VEN (226927) ( Principal & Equivalent , 34612 )	MANOHER LAL JAIN ( Principal & Equivalent ) , GOVT. SENIOR SECONDARY SCHOOL DEVNAGAR (226927) ( Principal & Equivalent , 34612 ) , ( DOB : 11-1966 ) , ( pay manager office id : 18525 ) , ( Employee Id : RJS201820017746 )	DEVNAGAR ( 4107 )

Signature valid

Digitally signed by Sanjay Dhanwan  
Designation: Financial Advisor  
Date: 2023.09.27 15:36:43 IST  
Reason: Approved

RajKaj Ref No. : 4804447



3	GOVT. SENIOR SECONDARY SCHOOL SIDHIMUKH (215188) ( Principal & Equivalent , 4376 )	DEEPCHAND INDORIA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SIDHIMUKH (215188) ) , ( DOB : 15-10- 1965 ) , ( pay manager office id : 4376 ) , ( Employee Id : RJCRI99412015605 )	RAJGARH ( 1201 )
4	MAHATMA GANDHI GOVT. SCHOOL SINVARO KI DHANI UDAINAGAR (433969) ( Principal & Equivalent , 12598 )	JASWANT SINGH ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL MAYLO KI DHANI (466032) ) , ( DOB : 20-07-1983 ) , ( pay manager office id : 37140 ) , ( Employee Id : RJJW201122011654 )	PHALODI ( 2704 )
5	MAHATMA GANDHI GOVT. SCHOOL KANTI (224067) ( Principal & Equivalent , 21265 )	MUKESH KUMAR MEENA ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL KANTI (224067) ) , ( DOB : 08-03-1985 ) , ( pay manager office id : 21265 ) , ( Employee Id : RJCT202011033141 )	GANGRAR ( 1103 )
6	GOVT. SENIOR SECONDARY SCHOOL KHARAKHEDA (211151) ( Principal & Equivalent , 26250 )	RAJESH KUMAR ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL KHARAKHEDA (211151) ) , ( DOB : 10-12-1995 ) , ( pay manager office id : 26250 ) , ( Employee Id : RJB202105002897 )	TIBBI ( 1706 )
7	MAHATMA GANDHI GOVT. SCHOOL WARD NO 9 KHANDEEP (467179) ( Principal & Equivalent , 39726 )	GANGA RAM MEENA ( Principal & Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL KHANDEEP (212832) ) , ( DOB : 01- 08-1969 ) , ( pay manager office id : 8442 ) , ( Employee Id : RJSM199632002471 )	GANGAPURCITY ( 3403 )

वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान, बीकानेर

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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