

# **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 to the officers mentioned in column no. 3 of below table for the purpose of the Financial Rules of the Government in respect of schools/offices mentioned in column no. 02 of below table. 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 officers whose name is mentioned in column no. 3 of below table 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.

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 एम्प्लॉइ आई.डी	कोष / उपकोष
1	GOVT. SENIOR SECONDARY SCHOOL JALORA POKARNA (220503) ( Principal & Equivalent , 26958 )	DAMODAR HINGRA ( Lecturer (I Gr.) ) , GOVT. SENIOR SECONDARY SCHOOL JALORA POKARNA (220503) , ( DOB : 10-12-1979 ) , ( pay manager office id : 26958 ) , ( Employee Id : RJS200520013633 )	JAISALMER ( 2200 )



2	GOVT. SENIOR SECONDARY SCHOOL GORCHHA (223755) ( Principal & Equivalent , 27641 )	RAKASH KUMAR PARMAR ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL GORCHHA (223755) , ( DOB : 19-05-1985 ), ( pay manager office id : 27641 ), ( Employee Id : RJBN201103016053 )	GHATOL ( 0302 )
3	GOVT. SENIOR SECONDARY SCHOOL SHIVAJI NAGAR (497036) ( Principal & Equivalent , 40023 )	BHOMA RAM ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL KANASAR (213541) , ( DOB : 28-10-1993 ), ( pay manager office id : 30960 ), ( Employee Id : RJBM201805011414 )	SHIV ( 0505 )
4	GOVT. SENIOR SECONDARY SCHOOL SADARAMJI KA KHERA (222676) ( Principal & Equivalent , 27423 )	MUKESH CHAND MEENA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL SADARAMJI KA KHERA (222676) , ( DOB : 07-04-1982 ), ( pay manager office id : 27423 ), ( Employee Id : RJCT200811032718 )	BIJOLIYA ( 0811 )
5	GOVT. SENIOR SECONDARY SCHOOL KANADA (225312) ( Principal & Equivalent , 34223 )	DILIP SINGH RATHORE ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL MIYASA (223774) , ( DOB : 02-08-1987 ), ( pay manager office id : 27648 ), ( Employee Id : RJBN201303002909 )	GHATOL ( 0302 )
6	GOVT. SENIOR SECONDARY SCHOOL KHIRJA FATEH SINGH (227240) ( Principal & Equivalent , 35259 )	UMAID SINGH ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL DHEERPURA (220265) , ( DOB : 05-07-1981 ), ( pay manager office id : 12551 ), ( Employee Id : RJJO201125017778 )	BALESAR ( 2709 )
7	R K GOVT. SENIOR SECONDARY SCHOOL PUTHOL RAJSAMAND (477037) ( Principal & Equivalent , 40343 )	ROHITASH ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL SAPOL (222924) , ( DOB : 01-11-1979 ), ( pay manager office id : 18195 ), ( Employee Id : RJSK200533020086 )	RAJSAMAND ( 3300 )
8	GOVT. SENIOR SECONDARY SCHOOL KHIRANA BARI (504293) ( Principal & Equivalent , 42603 )	KALOO RAM MEENA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SINGORAI (211705) , ( DOB : 21-07-1991 ), ( pay manager office id : 7438 ), ( Employee Id : RJGA201235021583 )	BARI ( 1401 )
9	GOVT. SENIOR SECONDARY SCHOOL MODAYAT (211355) ( Principal & Equivalent , 3371 )	RADHA KRISHAN BISHNOI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL BIKAMPUR (211357) , ( DOB : 22-11-1973 ), ( pay manager office id : 3298 ), ( Employee Id : RJBI200509015082 )	KOLAYAT ( 0902 )
10	GOVT. SENIOR SECONDARY SCHOOL PHOOLASAR BADA KOLAYAT BIKANER (211359) ( Principal & Equivalent , 3585 )	SUBHASH CHANDRA BISHNOI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL PHOOLASAR BADA KOLAYAT BIKANER (211359) , ( DOB : 05-03-1986 ), ( pay manager office id : 3585 ), ( Employee Id : RJJS201720005702 )	KOLAYAT ( 0902 )

11	GOVT. SENIOR SECONDARY SCHOOL KUDKI (214087) ( Principal & Equivalent , 14849 )	SAWAI SINGH ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL KUDKI (214087) , ( DOB : 26-09-1978 ), ( pay manager office id : 14849 ), ( Employee Id : RJNA200528037122 )	JAITARAN ( 602 )
12	GOVT. SENIOR SECONDARY SCHOOL BASKHAROLAN (227391) ( Principal & Equivalent , 35336 )	JITENDRA KUMAR JAIN ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL HAMIRPUR (222093) , ( DOB : 02-07-1975 ), ( pay manager office id : 16760 ), ( Employee Id : RJTO200336005284 )	TONK ( 3700 )
13	MAHATMA GANDHI GOVT. SCHOOL BENGANA (216846) ( Principal & Equivalent , 21634 )	CHANDRA PRAKASH MEENA ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL BENGANA (216846) , ( DOB : 02-07-1981 ), ( pay manager office id : 21634 ), ( Employee Id : RJBR201104007265 )	BARAN ( 0400 )
14	GOVT. SENIOR SECONDARY SCHOOL NEEMKHERA (217537) ( Principal & Equivalent , 30811 )	NARAYAN SINGH ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL NEEMKHERA (217537) , ( DOB : 15-05-1967 ), ( pay manager office id : 30811 ), ( Employee Id : RJDH198614015893 )	BARI ( 1401 )
15	GOVT. SENIOR SECONDARY SCHOOL SEMLIYA (224734) ( Principal & Equivalent , 22096 )	GANESH LAL MEENA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SEMLIYA (224734) , ( DOB : 06-12-1969 ), ( pay manager office id : 22096 ), ( Employee Id : RJPG199130023486 )	PIPALKHUNT ( 3205 )
16	GOVT. SENIOR SECONDARY SCHOOL UDLIYAS (222541) ( Principal & Equivalent , 17380 )	VINOD KUMAR PAREEK ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL UDLIYAS (222541) , ( DOB : 11-12-1972 ), ( pay manager office id : 17380 ), ( Employee Id : RJBW199208011534 )	KOTRI ( 0805 )
17	MAHATMA GANDHI GOVT. SCHOOL KRISHI MANDI BIJAINAGAR AJMER (462582) ( Principal & Equivalent , 39236 )	MANISH KUMAR SHARMA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL SATHANA BAZAR BIJAINAGAR AJMER (221749) , ( DOB : 30-07-1984 ), ( pay manager office id : 15808 ), ( Employee Id : RJCT201711011760 )	MASUDA ( 0601 )
18	MAHATMA GANDHI GOVT. SCHOOL RAMBAS (216562) ( Principal & Equivalent , 5710 )	NAVEEN PANDEY ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL RAMBAS (216562) , ( DOB : 01-11-1971 ), ( pay manager office id : 5710 ), ( Employee Id : RJAL199602007647 )	LAXMANGARH ( 0205 )
19	SMT BAKHTI DEVI GANPATI DEVI MALU GOVT. GIRLS SENIOR SECONDARY SCHOOL JAKHERA (477397) ( Principal & Equivalent , 39020 )	KALU RAM ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL MANJHI (219424) , ( DOB : 01-05-1989 ), ( pay manager office id : 11903 ), ( Employee Id : RJNA201228008162 )	DEGANA ( 3002 )

20	GOVT. SENIOR SECONDARY SCHOOL FATIKHAN (490204) ( Principal & Equivalent , 39988 )	VIMAL KUMAR GARASIYA ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL KUSHALPURA (223800) , ( DOB : 28-03-1974 ), ( pay manager office id : 20988 ) , ( Employee Id : RJBN199503008744 )	BANSWARA ( 0300 )
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वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान, बीकानेर  
दिनांक : As in E-sign

क्रमांक :— शिविरा/माध्य/स्थिरी—स/ 34180—02233/ 2026/ पार्ट—2  
प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :—

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

वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान, बीकानेर