

# 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 एम्प्लॉई आई. डी	कोष / उपकोष
1	GOVT. SENIOR SECONDARY SCHOOL CHANDERA (217812) ( Principal & Equivalent , 30155 )	MOHANLAL MEENA ( Principal and Equivalent ) , GOVT. GIRLS SENIOR SECONDARY SCHOOL NINOR (476764) ) , ( DOB : 11-05-1971 ) , ( pay manager office id : 39053 ) , ( Employee Id : RJPG199230011373 )	ARNOD ( 3204 )
2	GOVT. SENIOR SECONDARY SCHOOL MOONDGHISYA BANDIKUI (217983) ( Principal & Equivalent , 8612 )	VIJAYANAND UPADHYAY ( Lecturer (I Gr.) ) , GOVT. SENIOR SECONDARY SCHOOL MOONDGHISYA BANDIKUI (217983) ) , ( DOB : 01-08-1978 ) , ( pay manager office id : 8612 ) , ( Employee Id : RJAJ200501007657 )	BASWA ( 1301 )



3	PM SHRI GOVT. SENIOR SECONDARY SCHOOL HAMEERGARH (222495) ( Principal & Equivalent , 17838 )	PRAMILA KUMARI VAIRAGEE ( Vice Principal (School) ) ,PM SHRI GOVT. SENIOR SECONDARY SCHOOL HAMEERGARH (222495) , ( DOB : 07-04-1982 ) , ( pay manager office id : 17838 ) , ( Employee Id : RJBW201108009876 )	BHILWARA ( 0800 )
4	GOVT. SENIOR SECONDARY SCHOOL MEWARO KA MATH (223352) ( Principal & Equivalent , 27492 )	CHELA RAM GARASIYA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL MEWARO KA MATH (223352) , ( DOB : 01-07-1983 ) , ( pay manager office id : 27492 ) , ( Employee Id : RJUD201137019601 )	KOTRA ( 4105 )
5	GOVT. SENIOR SECONDARY SCHOOL ASAWARA (224318) ( Principal & Equivalent , 21201 )	PANKAJ KUMAR SHARMA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL ASAWARA (224318) , ( DOB : 16-02-1988 ) , ( pay manager office id : 21201 ) , ( Employee Id : RJCT201511012389 )	BHADESAR ( 1102 )
6	GOVT. SENIOR SECONDARY SCHOOL KUSHALPURA (502039) ( Principal & Equivalent , 40322 )	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 )
7	GOVT. SENIOR SECONDARY SCHOOL LARATHI (223450) ( Principal & Equivalent , 18606 )	DEEPAK KUMAR ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL LARATHI (223450) , ( DOB : 05-06-1995 ) , ( pay manager office id : 18606 ) , ( Employee Id : RJUD202339075066 )	KHAIRWARA ( 4104 )
8	GOVT. SENIOR SECONDARY SCHOOL KADAIYANOHR (216978) ( Principal & Equivalent , 21603 )	MAHENDRA KUMAR YADAV ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL KADAIYANOHR (216978) , ( DOB : 03-07-1976 ) , ( pay manager office id : 21603 ) , ( Employee Id : RJBR200504027201 )	CHHABRA ( 0402 )
9	GOVT. SENIOR SECONDARY SCHOOL GORDHA (221836) ( Principal & Equivalent , 15632 )	PUSHKAR RAJ LASKARI ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL GORDHA (221836) , ( DOB : 15-06-1973 ) , ( pay manager office id : 15632 ) , ( Employee Id : RJA199401003252 )	KEKRI ( 0102 )
10	GOVT. SENIOR SECONDARY SCHOOL AAMLIKHEDA (221837) ( Principal & Equivalent , 30296 )	BHUWANA RAM MEENA ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL BISUNDANI (221842) , ( DOB : 01-06-1975 ) , ( pay manager office id : 15938 ) , ( Employee Id : RJA199601014190 )	KEKRI ( 0102 )
11	GOVT. SENIOR SECONDARY SCHOOL NANER (221997) ( Principal & Equivalent , 16753 )	MUKESH SHARMA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL NANER (221997) , ( DOB : 30-12-1981 ) , ( pay manager office id : 16753 ) , ( Employee Id : RJP200518033110 )	PEEPLU ( 3706 )

12	GOVT. SENIOR SECONDARY SCHOOL DARMI (219078) ( Principal & Equivalent , 12695 )	MANAK RAM ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL DARM (219078) ) , ( DOB : 10-05-1987 ) , ( pay manager office id : 12695 ) , ( Employee Id : RJPA201729008890 )	BHOPALGARH ( 2701 )
13	GOVT. SENIOR SECONDARY SCHOOL HILODI (220007) ( Principal & Equivalent , 30841 )	HARI RAM MEGHWAL ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL HILODI (220007) ) , ( DOB : 01-01- 1971 ) , ( pay manager office id : 30841 ) , ( Employee Id : RJNA199828008962 )	MUNDVA ( 3013 )
14	MAHATMA GANDHI GOVT. SCHOOL KUTI (502357) ( Principal & Equivalent , 36227 )	RAJNI BAI MEENA ( Vice Principal (School) ) ,MAHATMA GANDHI GOVT. SCHOOL KUTI (502357) ) , ( DOB : 29-04- 1989 ) , ( pay manager office id : 36227 ) , ( Employee Id : RJDA201113027543 )	BASWA ( 1301 )
15	RAMVILAS SONI DEVI BAHETI GOVT. SENIOR SECONDARY SCHOOL HARSOR (508002) ( Principal & Equivalent , 39687 )	KAILASH CHAND CHOYAL ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL HARSORE (219403) ) , ( DOB : 01-07-1983 ) , ( pay manager office id : 12128 ) , ( Employee Id : RJNA201128024380 )	RIYABADI ( 3011 )
16	MAHATMA GANDHI GOVT. SCHOOL INANA (515833) ( Principal & Equivalent , 39679 )	MAHAVEER KALA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL INANA (220008) ) , ( DOB : 01-01-1975 ) , ( pay manager office id : 11251 ) , ( Employee Id : RJNA200528027418 )	MUNDVA ( 3013 )
17	MAHATMA GANDHI GOVT. SCHOOL RAWATBHATA BAZAR (224139) ( Principal & Equivalent , 21154 )	MANOJ KHANNA ( Lecturer (I Gr.) ) ,MAHATMA GANDHI GOVT. SCHOOL BHENSROAD GARH (224119) ) , ( DOB : 23- 02-1969 ) , ( pay manager office id : 21134 ) , ( Employee Id : RJCT199311006447 )	RAWATBHATA ( 1107 )
18	GOVT. SENIOR SECONDARY SCHOOL MOORDA (227181) ( Principal & Equivalent , 35196 )	MADAN LAL BUNKAR ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL JHOR (222769) ) , ( DOB : 01-01-1984 ) , ( pay manager office id : 18077 ) , ( Employee Id : RJRA201331035127 )	AMET ( 3301 )
19	GOVT. SENIOR SECONDARY SCHOOL BUTELAV (471220) ( Principal & Equivalent , 36301 )	RAJENDRA JOSHI ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL MEO (214139) ) , ( DOB : 03-01-1978 ) , ( pay manager office id : 15131 ) , ( Employee Id : RJPA200529006114 )	SOJAT ( 3106 )
20	GOVT. SENIOR SECONDARY SCHOOL NIWAI (216051) ( Principal & Equivalent , 4960 )	BIRBAL SINGH ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL SULTANPURA (216039) ) , ( DOB : 10-11-1966 ) , ( pay manager office id : 29730 ) , ( Employee Id : RJJJ199323013937 )	NAWALGARH ( 2504 )

21	SHREE L B G G SR SEC ROOPANGARH GGSSS ROOPANGARH (221498) ( Principal & Equivalent , 15828 )	SEEMA VERMA ( Lecturer (I Gr.) ) ,SHREE L B G G SR SEC ROOPANGARH GGSSS ROOPANGARH (221498) ) , ( DOB : 14-06- 1975 ) , ( pay manager office id : 15828 ) , ( Employee Id : RJA199901005283 )	ROOPANGARH ( 0108 )
22	GOVT. SENIOR SECONDARY SCHOOL KHAPARELA (486534) ( Principal & Equivalent , 42601 )	ANIL KUMAR RAJORIA ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL KUNKARA (211766) ) , ( DOB : 28- 09-1969 ) , ( pay manager office id : 26547 ) , ( Employee Id : RJAL199502013095 )	SAIPAU ( 1404 )
23	GOVT. SENIOR SECONDARY SCHOOL DANTIWAS (213661) ( Principal & Equivalent , 30709 )	ANAND PATEL ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL DANTIWAS (213661) ) , ( DOB : 22- 10-1981 ) , ( pay manager office id : 30709 ) , ( Employee Id : RJJL201121015224 )	BHINMAL ( 2302 )
24	PM SHRI GOVT. SENIOR SECONDARY SCHOOL MAYAJA (221589) ( Principal & Equivalent , 16789 )	KAMAL CHAND MALAV ( Lecturer (I Gr.) ) ,PM SHRI GOVT. SENIOR SECONDARY SCHOOL MAYAJA (221589) ) , ( DOB : 10-02- 1968 ) , ( pay manager office id : 16789 ) , ( Employee Id : RJKO199527003631 )	KESHORAIPATAN ( 1002 )
25	GOVT. SENIOR SECONDARY SCHOOL RANAJI KA GUDHA (222678) ( Principal & Equivalent , 17713 )	MAHAVEER MEENA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL RANAJI KA GUDHA (222678) ) , ( DOB : 12-08-1987 ) , ( pay manager office id : 17713 ) , ( Employee Id : RJB1201409027155 )	BIJOLIYA ( 0811 )
26	GOVT. SENIOR SECONDARY SCHOOL BANDHA (502730) ( Principal & Equivalent , 40345 )	RATAN LAL MEENA ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL LORWARA (217955) ) , ( DOB : 01- 07-1973 ) , ( pay manager office id : 8092 ) , ( Employee Id : RJSM199832001648 )	SAWAI MADHOPUR ( 3400 )
27	GOVT. SENIOR SECONDARY SCHOOL SINHAD (224794) ( Principal & Equivalent , 27941 )	MAHESH KUMAR MEENA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL SINHAD (224794) ) , ( DOB : 15-08- 1985 ) , ( pay manager office id : 27941 ) , ( Employee Id : RJSR201634002738 )	DHARIAWAD ( 3202 )
28	GOVT. SENIOR SECONDARY SCHOOL SADRAU (428060) ( Principal & Equivalent , 40205 )	BARIYAM KHAN ( Lecturer (I Gr.) ) ,SHAHEED RAJENDRA SINGH GOVT. SENIOR SECONDARY SCHOOL SHRIMOHANGARH (220423) ) , ( DOB : 10- 08-1985 ) , ( pay manager office id : 13281 ) , ( Employee Id : RJJS202420104836 )	JAISALMER ( 2200 )
29	GOVT. SENIOR SECONDARY SCHOOL KUCHERA (220040) ( Principal & Equivalent , 12130 )	VANDANA BHATI ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL KUCHERA (220040) ) , ( DOB : 12-09-1991 ) , ( pay manager office id : 12130 ) , ( Employee Id : RJNA201228006126 )	MUNDVA ( 3013 )

30	GOVT. SENIOR SECONDARY SCHOOL RAGHURAJ PURA (473118) ( Principal & Equivalent , 42333 )	MONIKA SHARMA ( Principal and Equivalent ) ,GOVT. SENIOR SECONDARY SCHOOL DAULAT PURA (214465) ) , ( DOB : 30-07- 1972 ) , ( pay manager office id : 17363 ) , ( Employee Id : RJBW199408014188 )	SHAH PURA ( 0810 )
31	GOVT. SENIOR SECONDARY SCHOOL ROOPWAS (505215) ( Principal & Equivalent , 36226 )	PYARE LAL BAIRWA ( Lecturer (I Gr.) ) ,GOVT. SENIOR SECONDARY SCHOOL ROOPWAS (505215) ) , ( DOB : 06-04-1978 ) , ( pay manager office id : 36226 ) , ( Employee Id : RJDA199913004233 )	BASWA ( 1301 )
32	MAHATMA GANDHI GOVT. SCHOOL BHOORIPAHARI (492459) ( Principal & Equivalent , 39087 )	ABHISHEK NATWADIA ( Vice Principal (School) ) ,GOVT. SENIOR SECONDARY SCHOOL BHURIPAHARI (217851) ) , ( DOB : 16-03-1990 ) , ( pay manager office id : 8068 ) , ( Employee Id : RJS201520015707 )	SAWAI MADHOPUR ( 3400 )

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 पांवर 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  
दिनांक : As in E-sign

वित्तीय सलाहकार  
माध्यमिक शिक्षा राजस्थान, बीकानेर