

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	MAHATMA GANDHI GOVT. SCHOOL NO.1 POKARAN (501140) (Principal & Equivalent , 39583)	SUMER NATH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KHETOLAI (220480) , (DOB : 10-12-1990) , (pay manager office id : 13266) , (Employee Id : RJNA202028031421)	JAISALMER (2200)
2	GOVT. SENIOR SECONDARY SCHOOL DOWANI (224208) (Principal & Equivalent , 21309)	MANOJ KUMAR SHARMA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL DHAMANA (224211) , (DOB : 01-07-1977) , (pay manager office id : 21140) , (Employee Id : RJCT201111023164)	KAPASAN (1104)



3	MAHATMA GANDHI GOVT. SCHOOL BELDARO KA BAS KOTADI (422252) (Principal & Equivalent , 39398)	SUMIT PAREEK (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL GADIYALA (211336)) , (DOB : 22-08-1988) , (pay manager office id : 3285) , (Employee Id : RJB1201509016989)	KOLAYAT (0902)
4	GOVT. SENIOR SECONDARY SCHOOL KERLA 225061 JODHPUR (225061) (Principal & Equivalent , 33180)	SHRAWAN KUMAR KHILERI (Lecturer (I Gr.)) ,PM SHRI GOVT. SENIOR SECONDARY SCHOOL INDO KA BAS (220174)) , (DOB : 15-07-1981) , (pay manager office id : 26906) , (Employee Id : RJO200525009327)	PHALODI (4900)
5	GOVT. SENIOR SECONDARY SCHOOL JETASAR (479033) (Principal & Equivalent , 40091)	OM PRAKASH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL TOLIYASAR. BIKANER (211477)) , (DOB : 10-01-1986) , (pay manager office id : 3297) , (Employee Id : RJCT201511012391)	SRI DUNGAGARH (0906)
6	GOVT. SENIOR SECONDARY SCHOOL KALUSAR (476804) (Principal & Equivalent , 37120)	ANITA TIWARI (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL KALUSAR (476804)) , (DOB : 02-03-1966) , (pay manager office id : 37120) , (Employee Id : RJCR201112010014)	SARDARSHAHAR (1204)
7	MAHATMA GANDHI GOVT. SCHOOL NEEMRANA (216224) (Principal & Equivalent , 5763)	JEETENDER KUMAR GUPTA (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL NEEMRANA (216224)) , (DOB : 02-07-1975) , (pay manager office id : 5763) , (Employee Id : RJAL200502022642)	NEEMRANA (5203)
8	GOVT. SENIOR SECONDARY SCHOOL GAJESINGH PURA GAJESINGH NAGAR SHERGARH JODHPUR (220219) (Principal & Equivalent , 29757)	JETHA RAM (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL GAJESINGH PURA GAJESINGH NAGAR SHERGARH JODHPUR (220219)) , (DOB : 16-02-1982) , (pay manager office id : 29757) , (Employee Id : RJO200825000247)	SHERGARH (2705)
9	GOVT. SENIOR SECONDARY SCHOOL SHAITAN SINGH NAGAR (227179) (Principal & Equivalent , 35194)	ASHOK VISHNOI (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL AMLA (220167)) , (DOB : 14-01-1981) , (pay manager office id : 26902) , (Employee Id : RJO200525028683)	PHALODI (4900)
10	GOVT. SENIOR SECONDARY SCHOOL JAWASIYA (466831) (Principal & Equivalent , 40266)	PREMA RAM CHOUDHARY (Lecturer (I Gr.)) ,SHAHID PEMARAM GOVT. SENIOR SECONDARY SCHOOL NANAN (219687)) , (DOB : 30-06-1970) , (pay manager office id : 12704) , (Employee Id : RJO199925015990)	Pipar Shahar (2710)
11	GOVT. SENIOR SECONDARY SCHOOL SANTROO (500670) (Principal & Equivalent , 43360)	MANA RAM (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KOODA R (213745)) , (DOB : 04-08-1992) , (pay manager office id : 14136) , (Employee Id : RJJL201721005399)	RANIWARA (2303)

12	MAHATMA GANDHI GOVT. SCHOOL DARGUDA (405182) (Principal & Equivalent , 40453)	DURGA RAM (Lecturer (I Gr.)) ,PM SHRI GOVT. SENIOR SECONDARY SCHOOL AMARPURA (220811)) , (DOB : 20-07-1993) , (pay manager office id : 30400) , (Employee Id : RJBR201604031767)	Sindhari (4304)
13	GOVT. SENIOR SECONDARY SCHOOL GOPALPURI (505997) (Principal & Equivalent , 37663)	MANZOOR KHAN PATHAN (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL KANGARH (217818)) , (DOB : 04-07-1969) , (pay manager office id : 22140) , (Employee Id : RJCT199611008212)	ARNOD (3204)
14	GOVT. SENIOR SECONDARY SCHOOL ARJUNGARH (222730) (Principal & Equivalent , 29307)	PRABHU SINGH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL TAL (222729)) , (DOB : 05-08-1968) , (pay manager office id : 18336) , (Employee Id : RJRA198831011829)	DEOGARH (3303)
15	MAHATMA GANDHI GOVT. SCHOOL SAIYON KA TALA (496805) (Principal & Equivalent , 39300)	JOGA RAM (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL RAMDAN KA TALA (404828)) , (DOB : 07-01-1989) , (pay manager office id : 37332) , (Employee Id : RJBM201205051894)	BARMER (0500)
16	GOVT. GIRLS SENIOR SECONDARY SCHOOL AANWA (222122) (Principal & Equivalent , 16673)	SANTOSH SAHU (Lecturer (I Gr.)) ,GOVT. GIRLS SENIOR SECONDARY SCHOOL AANWA (222122)) , (DOB : 01-07-1982) , (pay manager office id : 16673) , (Employee Id : RJNA200928007330)	DEOLI (3701)
17	GOVT. SENIOR SECONDARY SCHOOL JUD (468625) (Principal & Equivalent , 42192)	MANOHAR LAL MEENA (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL KURABAD (223270)) , (DOB : 18-07-1980) , (pay manager office id : 19131) , (Employee Id : RJDU200515004514)	UDAIPUR RURAL (4100)
18	GOVT. SENIOR SECONDARY SCHOOL BOSI (410275) (Principal & Equivalent , 36146)	OM PRAKASH TANWAR (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL KANODIYA (222483)) , (DOB : 13-08-1975) , (pay manager office id : 30147) , (Employee Id : RJCR199912003035)	ASPUR (1501)
19	MAHATMA GANDHI GOVT. SCHOOL PRATAPNAGAR (463627) (Principal & Equivalent , 39513)	SURENDER KUMAR (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL MORJAND SIKHAN (211127)) , (DOB : 06-10-1977) , (pay manager office id : 2914) , (Employee Id : RJNA200728002819)	SANGARIA (1705)
20	MAHATMA GANDHI GOVT. SCHOOL BHOPA KI DHANI (465486) (Principal & Equivalent , 39570)	MONIKA GURJAR (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL BAHLOD (218636)) , (DOB : 26-09-1987) , (pay manager office id : 9673) , (Employee Id : RJJP201318001737)	JAMWA RAMGARH (2007)

21	MAHATMA GANDHI GOVT. SCHOOL INDRANDA (496344) (Principal & Equivalent , 39284)	MUKESH KUMAR MEENA (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL GIRUDI (216361)) , (DOB : 01-02-1977) , (pay manager office id : 5873) , (Employee Id : RJSK200533004639)	BANSOOR (5202)
22	GOVT. SENIOR SECONDARY SCHOOL DOJA (222391) (Principal & Equivalent , 20711)	VISHAL PANCHAL (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL DOJA (222391)) , (DOB : 15-07-1987) , (pay manager office id : 20711) , (Employee Id : RJDU201115027719)	DUNGARPUR (1500)
23	GOVT. SENIOR SECONDARY SCHOOL KOYALBAW (221352) (Principal & Equivalent , 15004)	KUNJI LAL MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KOYALBAW (221352)) , (DOB : 15-07-1993) , (pay manager office id : 15004) , (Employee Id : RJPA202029035020)	BALI (3101)
24	MAHATMA GANDHI GOVT. SCHOOL TODAMEENA (404441) (Principal & Equivalent , 39470)	KALLU RAM MEENA (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL NAYAWAS (218162)) , (DOB : 05-11-1980) , (pay manager office id : 8553) , (Employee Id : RJDA200513019214)	LALSOT (1302)
25	GOVT. SENIOR SECONDARY SCHOOL RICHADI (466066) (Principal & Equivalent , 37669)	SAWAI LAL MEENA (Principal and Equivalent) ,PM SHRI GOVT. SENIOR SECONDARY SCHOOL BHACHUNDLA (217821)) , (DOB : 13-07-1968) , (pay manager office id : 27955) , (Employee Id : RJPG199130002536)	ARNOD (3204)
26	GOVT. SENIOR SECONDARY SCHOOL NEVARI (220704) (Principal & Equivalent , 13566)	DEVA RAM (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL NEVARI (220704)) , (DOB : 15-01-1991) , (pay manager office id : 13566) , (Employee Id : RJBL202347078142)	PACHPADRA (4301)
27	MAHATMA GANDHI GOVT. SCHOOL BHAKHRANWALI (489959) (Principal & Equivalent , 39516)	RAJ KUMAR (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL BHAKHRANWALI (211112)) , (DOB : 04-07-1984) , (pay manager office id : 3061) , (Employee Id : RJBM201505018068)	SANGARIA (1705)
28	MAHATMA GANDHI GOVT. SCHOOL KHEJADA DHANI KAILAI (407297) (Principal & Equivalent , 39473)	VIJAY SINGH GURJAR (Principal and Equivalent) ,MAHATMA GANDHI GOVT. SCHOOL KAILAI (212992)) , (DOB : 01-08-1970) , (pay manager office id : 8530) , (Employee Id : RJDA199413007995)	SIKRAI (1304)
29	GOVT. SENIOR SECONDARY SCHOOL KOJAWADA (223606) (Principal & Equivalent , 19115)	NATHU LAL KHARADI (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KOJAWADA (223606)) , (DOB : 03-01-1967) , (pay manager office id : 19115) , (Employee Id : RJUD199237011604)	RISHABHDEO (4112)

30	GOVT. SENIOR SECONDARY SCHOOL KHERI (505148) (Principal & Equivalent , 36096)	BABU LAL GURJAR (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL NANGAL JHAMAR WARA (218008)) , (DOB : 01-10-1966) , (pay manager office id : 8601) , (Employee Id : RJDA199113007586)	BASWA (1301)
31	GOVT. SENIOR SECONDARY SCHOOL KALYANPURA (222498) (Principal & Equivalent , 30468)	SHEELA MEENA (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL KAAROI KALAN (214797)) , (DOB : 03-07-1981) , (pay manager office id : 17841) , (Employee Id : RJBW200508028266)	BHILWARA (0800)
32	GOVT. SENIOR SECONDARY SCHOOL BORI (223278) (Principal & Equivalent , 27473)	DEVI LAL SHARMA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BORI (223278)) , (DOB : 04-05-1968) , (pay manager office id : 27473) , (Employee Id : RJUD198837010045)	Udaipur City (3800)
33	GOVT. SENIOR SECONDARY SCHOOL VIDYAPADA-1 (486758) (Principal & Equivalent , 36442)	HEMANT KUMAR PANDYA (Principal and Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL DABRIMAL (411271)) , (DOB : 18-09-1968) , (pay manager office id : 39952) , (Employee Id : RJBN198803010157)	BANSWARA (0300)
34	SUNDARNATH DUNGARNATH GOVT. SENIOR SECONDARY SCHOOL BILAWAS (214136) (Principal & Equivalent , 15504)	OM PRAKASH MEWARA (Lecturer (I Gr.)) ,SUNDARNATH DUNGARNATH GOVT. SENIOR SECONDARY SCHOOL BILAWAS (214136)) , (DOB : 11-11-1974) , (pay manager office id : 15504) , (Employee Id : RJPA199529003643)	SOJAT (3106)
35	GOVT. SENIOR SECONDARY SCHOOL TUNKLIYA (219540) (Principal & Equivalent , 11558)	MAHENDRA CHOWDHARY (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL TUNKLIYA (219540)) , (DOB : 30-03-1970) , (pay manager office id : 11558) , (Employee Id : RJNA201328012523)	MERTA (3005)
36	SHRI SULTAN GOVT. SENIOR SECONDARY SCHOOL POLICE LINE PALI (221486) (Principal & Equivalent , 14878)	NARENDRA SUTHAR (Lecturer (I Gr.)) ,SHRI SULTAN GOVT. SENIOR SECONDARY SCHOOL POLICE LINE PALI (221486)) , (DOB : 03-04-1984) , (pay manager office id : 14878) , (Employee Id : RJJO202025032666)	PALI (3100)
37	GOVT. SENIOR SECONDARY SCHOOL KARODA (216160) (Principal & Equivalent , 5412)	SEEMA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KARODA (216160)) , (DOB : 26-06-1987) , (pay manager office id : 5412) , (Employee Id : RJAL201202010583)	BAHROD (5201)
38	GOVT. SENIOR SECONDARY SCHOOL VEERPURA (223485) (Principal & Equivalent , 19105)	ROSHAN AARA (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL VEERPURA (223485)) , (DOB : 26-10-1980) , (pay manager office id : 19105) , (Employee Id : RJUD200537037076)	SARADA (5401)

39	GOVT. SENIOR SECONDARY SCHOOL HAFANADA (461483) (Principal & Equivalent , 42111)	SHANKER RAM (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL RODWA KALLA (220698)) , (DOB : 10-07-1992) , (pay manager office id : 30393) , (Employee Id : RJO201524006802)	PACHPADRA (4301)
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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