

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 JAULANA (214967) (Principal & Equivalent , 21123)	RAHUL PATIDAR (Vice Principal (School)) , MAHATMA GANDHI GOVT. SCHOOL JAULANA (214967)) , (DOB : 21-10-1982) , (pay manager office id : 21123) , (Employee Id : RJBN201103016052)	BANSWARA (0300)
2	GOVT. SENIOR SECONDARY SCHOOL DUWATI (211739) (Principal & Equivalent , 26564)	JAGMOHAN SINGH (Lecturer (I Gr.)) , GOVT. SENIOR SECONDARY SCHOOL DUWATI (211739)) , (DOB : 10-07-1971) , (pay manager office id : 26564) , (Employee Id : RJDH199514015203)	DHOLPUR (1400)



3	MAHATMA GANDHI GOVT. SCHOOL BOKHADA (214850) (Principal & Equivalent , 18855)	VIJAY SINGH ARYA (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL BOKHADA (214850)) , (DOB : 18-07-1967) , (pay manager office id : 18855) , (Employee Id : RJUD200537024325)	GOGUNDA (4102)
4	GOVT. SENIOR SECONDARY SCHOOL TAPU JODHPUR (220347) (Principal & Equivalent , 26936)	UMRAO SINGH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL TAPU JODHPUR (220347)) , (DOB : 30-06-1974) , (pay manager office id : 26936) , (Employee Id : RJJO200525009845)	OSIAN (2703)
5	GOVT. SENIOR SECONDARY SCHOOL PACHHAMATA (222970) (Principal & Equivalent , 18053)	GOPAL LAL MANTRI (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL PACHHAMATA (222970)) , (DOB : 25-12-1967) , (pay manager office id : 18053) , (Employee Id : RJRA199331002580)	RELMAGRA (3306)
6	GOVT. SENIOR SECONDARY SCHOOL RAMSOUR (223702) (Principal & Equivalent , 20804)	RAMESH CHANDRA PATIDAR (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL GARIYATA (223713)) , (DOB : 02-02-1973) , (pay manager office id : 27609) , (Employee Id : RJDU199615024805)	SAGWARA (1502)
7	GOVT. SENIOR SECONDARY SCHOOL DHANELI (472048) (Principal & Equivalent , 37548)	UMMEDA RAM (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL SIPLA (220551)) , (DOB : 05-04-1988) , (pay manager office id : 26977) , (Employee Id : RJS201120028336)	JAISALMER (2200)
8	GOVT. SENIOR SECONDARY SCHOOL DIKOLI KALAN (212670) (Principal & Equivalent , 26608)	KAMLESH MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL DIKOLI KALAN (212670)) , (DOB : 06-07-1972) , (pay manager office id : 26608) , (Employee Id : RJJO199625007736)	SAPOTRA (2802)
9	GOVT. SENIOR SECONDARY SCHOOL GUJARWAS (216184) (Principal & Equivalent , 5429)	PINKI YADAV (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL GUJARWAS (216184)) , (DOB : 31-12-1982) , (pay manager office id : 5429) , (Employee Id : RJAL200502024968)	BAHROD (5201)
10	PM SHRI GOVT. GIRLS SENIOR SECONDARY SCHOOL SHRIPURA KOTA (216799) (Principal & Equivalent , 21580)	PREETI TRIVEDI (Vice Principal (School)) ,PM SHRI GOVT. GIRLS SENIOR SECONDARY SCHOOL SHRIPURA KOTA (216799)) , (DOB : 27-05-1978) , (pay manager office id : 21580) , (Employee Id : RJKO201327003857)	KOTA (2900)
11	GOVT. SENIOR SECONDARY SCHOOL JANANA (220009) (Principal & Equivalent , 11657)	VIRENDRA KUMAR RASGANIA (Vice Principal (School)) ,GOVT. SENIOR SECONDARY SCHOOL JANANA (220009)) , (DOB : 08-07-1970) , (pay manager office id : 11657) , (Employee Id : RJJJ199623011150)	MUNDVA (3013)

12	GOVT. SENIOR SECONDARY SCHOOL BHESRA CHHOTA (223705) (Principal & Equivalent , 30758)	SANJAY BHATT (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KASARIYA (223709)) , (DOB : 02-06-1984) , (pay manager office id : 20739) , (Employee Id : RJDU201115023918)	SAGWARA (1502)
13	GOVT. SENIOR SECONDARY SCHOOL KOTARA (487303) (Principal & Equivalent , 36132)	RATAN SINGH (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL DHOLPUR (211789)) , (DOB : 20-12-1978) , (pay manager office id : 7515) , (Employee Id : RJDH200514023708)	DHOLPUR (1400)
14	GOVT. SENIOR SECONDARY SCHOOL SIHARA (220108) (Principal & Equivalent , 29762)	BABU SINGH RAJPUROHIT (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL SIHARA (220108)) , (DOB : 10-05-1973) , (pay manager office id : 29762) , (Employee Id : RJB200005003950)	BAAP (4901)
15	GOVT. GIRLS SENIOR SECONDARY SCHOOL AAMLI SHADA BHILWARA (475222) (Principal & Equivalent , 38837)	MUKESH SINGH BADWA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL MAHENDRAGARH SAHADA (214756)) , (DOB : 15-07-1983) , (pay manager office id : 17534) , (Employee Id : RJBW201108009624)	SAHADA (HQGANGAPUR) (0809)

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