

DIRECTORATE SECONDARY EDUCATION, RAJ. BIKANER

ORDER

In exercise of the powers conferred upon me under rule 3 (a) of the General Financial & Accounts rules सूची के कॉलम संख्या तीन के अनुरूप the purpose of the Financial Rules of the Government in respect of निम्न सूची के कॉलम संख्या 4 के अनुरूप He/she shall exercise all the financial and other power delegated to a Head of Office under the Financial Rules and Orders issued from time to time.


The Duties & responsibilities are generally laid down in the various provisions of the General Financial & Account Rules of the Government. An abstract of important duties are contained in Appendix-I.

The निम्न सूची के कॉलम संख्या तीन के अनुसार shall perform the following duties in particular:-

1. To sign as Drawing & disbursing officer, all bills for personal claim of all Govt. servants & Contingent expenditure to be presented to the Treasury.
2. To account for all the receipt and payment made out of the funds so drawn & to make payments to the proper payees against valid acquaintance & attest it in token of payment.
3. To maintain cash book & all account registers & records particularly Register for watching Encashment of bills, bill transit register, register of short term advance register of contingent expenditure register of advance and adjustments, stock register, register of Mis. Appropriation etc. register showing receipt disposal of cheques and draft, postal/money orders etc., and register of payment made by postal money order/draft 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 Govt. from time to time & sign register of contingent expenditure.
5. To ensure adjustment of temporary advance given to the Govt. servant and to ensure recovery of unspent balance within the prescribed period and take action there on as providing these rules.
6. To ensure economical procurement of stores articles and to arrange their proper accounting of custody.
7. These orders are valid up to finance matters.
8. These orders are effective up to joining of Head of office.

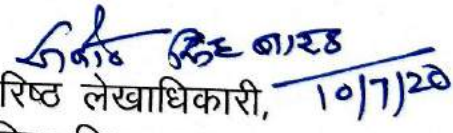
| कस | संस्था/ कार्यालय | अधिकारी का नाम व पद नाम | कोष / उप कोष का | विशेष विवरण |
|----|------------------|-----------------------------|-----------------|-------------|
| | का नाम जिनके | सहित जिनको कॉलम संख्या 2 | नाम मय जिला | |
| | अधिकार दिए जाते | की संघ के अधिकार दिए जा रहे | | |
| | हैं। | है। | | |
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| 1. | प्रधानाचार्य, राउमावि मोकलसर सूरतगढ़, श्री गंगानगर | श्री बजरंगलाल, व्याख्याता, राउमावि मोकलसर, सूरतगढ़, श्री गंगानगर | सूरतगढ़ |
| 2. | प्रधानाचार्य, राउमावि, कानासर बीकानेर | श्रीमती ललिता स्वामी, व्याख्याता, राउमावि, कानासर बीकानेर | बीकानेर |
| 3. | प्रधानाचार्य, राउमावि, कोंडर, करौली | श्री राहुल शर्मा, व्याख्याता, राउमावि, कोंडर, करौली | करौली |
| 4. | प्रधानाध्यापक, राबामावि. पालडी, लक्ष्मणगढ़ सीकर | श्री सुरेश कुमार व्याख्याता, राउमावि. पालडी, लक्ष्मणगढ़ सीकर | लक्ष्मणगढ़ सीकर |
| 5. | प्रधानाध्यापक, रामावि, वजाखरा, बांसवाड़ा | श्री गुलाबचन्द मकवाना, प्रधानाचार्य, राउमावि सालिया, बांसवाडा | गढी |
| 6. | प्रधानाध्यापक, रामावि. नेहरूपुरा, ब्लॉक किशनगंज, बारां | श्री गोविन्द सिंह, व्याख्याता राउमावि. छतरगंज ब्लॉक, किशनगंज, बारां | किशनगंज |
| 7. | प्रधानाचार्य, राउमावि, गादरवाड़ा, गुजू बांदीकुई, दौसा | श्री राजेन्द्र प्रसाद बैरवा, प्रधानाचार्य राउमावि श्यामपुरा, बांदीकुई, दौसा | बसवा |


 वित्तीय सलाहकार,
 माध्यमिक शिक्षा, राजस्थान,
 बीकानेर
 दिनांक: 10.07.2020

क्रमांक: शिविरा/माध्य/स्थिरी-स/34180/2020-21/
 प्रतिलिपि:

1. महालेखाकार, लेखा एवं हक, जयपुर ।
2. सम्बन्धित जिला शिक्षा अधिकारी ।
3. सम्बन्धित संस्था प्रधान ।
4. सम्बन्धित कोष/उपकोष ।
5. सिस्टम एनालिस्ट कार्यालय हाजा को विभागीय वेबसाइट पर अपलोड करने हेतु ।


 वरिष्ठ लेखाधिकारी, 10/7/20
 माध्यमिक शिक्षा, राजस्थान,
 बीकानेर