

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.

क्र.सं.	संस्था/ कार्यालय का नाम जिनके अधिकार दिए जाते हैं।	अधिकारी का नाम व पद नाम सहित जिनको कॉलम संख्या 2 की संघ के अधिकार दिए जा रहे हैं।	कोष / उप कोष का नाम व जिला	विशेष विवरण
1	2	3	4	5

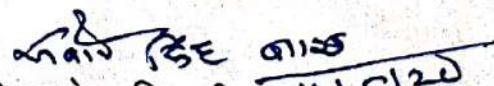
1	प्रधानाचार्य, राउमावि रीवड़ी, जैसलमेर	श्री रिडमल दान, व्या. राउमावि रीवड़ी, जैसलमेर	फतेहगढ
2	प्रधानाचार्य, राउमावि समन्दसर, श्रीडूंगरगढ, बीकानेर	श्री धर्मवीर यादव, व्या. राउमावि समन्दसर, श्रीडूंगरगढ, बीकानेर	श्रीडूंगरगढ
3	प्रधानाचार्य, श्री प्रेमसुखदास लोहिया, राउमावि सेहला, रतनगढ, चूरु	श्री प्रताप सिंह कस्वां, व्या. श्री प्रेमसुखदास लोहिया, राउमावि सेहला, रतनगढ, चूरु	रतनगढ
4	प्रधानाध्यापक, राबामावि जैतसीसर, सरदारशहर, चूरु	श्री रूपेश कुमार, व्या. राउमावि जैतसीसर, सरदारशहर, चूरु	सरदारशहर
5	प्रधानाचार्य, राउमावि लोहसना बड़ा, चूरु	श्री राजेन्द्र प्रसाद, व्या. राउमावि लोहसना बड़ा, चूरु	चूरु
6	प्रधानाचार्य, राउमावि बास बदनपुरा, जयपुर पूर्व, जयपुर	श्री महेन्द्र कुमार शर्मा, प्रधानाचार्य, राउमावि लक्ष्मण डूंगरी, जयपुर	जयपुर शहर


 वित्तीय सलाहकार,
 माध्यमिक शिक्षा, राजस्थान,
 बीकानेर

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

दिनांक: 11.05.2020

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 11/5/20
 माध्यमिक शिक्षा, राजस्थान,
 बीकानेर