

Government of Rajasthan
HCM State Institute of Public Administration, Jaipur

No.F1(4)(10) Esst-IV/ RIPA/ 2011/ 19003

Dated 11-1-2019

ORDER

In exercise of the powers conferred upon me under Rule 3 of the General Financial and Accounts Rules, Ms. Atika Azad, Additional Director (Insurance) is declared as Head of Office Regional Centre Kota for the purpose of the Financial Rules of the Government in respect of her office. Ms. Atika Azad, Additional Director (Insurance) 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.

Ms. Atika Azad, Additional Director (Insurance) shall perform the following duties:-

- (1) To sign as a Drawing and Disbursing Officer, all bills for personal claims of all Government servants, Trainees 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 store's articles and to arrange their proper accounting and custody.

This order shall supercede all the previous orders.

Note The Head of office to whom the above powers have been delegated shall see that these instructions are posted in the Cash Book.

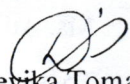

(Dr. Bhagchand Badhal)
Additional Director (Adm.)

No.F1(4)(10) Estt-IV/ RIPA/ 2011/ 19004-19014

Dated // - 1 - 2019

copy forwarded to the following for information and necessary action :

- (1) Additional Director(Accounts), RTC, HCM RIPA, Kota.
- (2) Ms.Atika Azad, Additional Director (Insurance) RTC HCM RIPA, Kota.
- (3) Additional Director (Accounts), HCM RIPA, Jaipur.
- (4) Treasury Officer, Kota
- (5) PS to Director General
- (6) APS to Addl. Director (Adm.)/Joint Director(Adm.) HCM RIPA, Jaipur
- (7) Accounts Section, HCM RIPA, Jaipur/Kota.
- (8) Computer Cell, HCM RIPA, Jaipur for uploading the order on the website.
- (9) Guard File


(Devika Tomar)
Dy. Director (Adm.)