

Government of Rajasthan

**HCM State Institute of Public Administration, Jaipur**

No.FI(A)RIPA/Estt-1/Part-II/2015/ 23589-607

Dated 14/3/2019

**ORDER**

In exercise of the power conferred upon me under Rule 3 of the General Financial and Accounts Rules, Joint Director (Admn.) is declared as Head of Office for the purpose of the Financial Rules of the Government in respect of his office. Joint Director (Admn.) 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 Joint Director (Admn.) 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 to 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

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.

Additional Director (Admn.)

Dated 14/3/2019

No.FI(A)RIPA/Estt-1/Part-II/2015/ 23589-607

copy forwarded to the following for information and necessary action :

1. P.S.to Director, HCM RIPA, Jaipur
2. APS to Addl. Director (Admn), HCM RIPA, Jaipur.
3. Joint Director (Admn.), HCM RIPA, Jaipur
4. Addl. Director (Accounts), HCM RIPA, Jaipur
5. Treasury Officer, Secretariat, Jaipur
6. Manager, State Bank of India, Tilak Marg, Jaipur.
6. Manager, State Bank of India, Malviya Nagar Branch, Jaipur.
7. Addl. Administrative Officer , HCM RIPA, Jaipur
8. Estt. Section (II/III/IV&V), HCM RIPA, Jaipur
9. Accounts Section, HCM RIPA, Jaipur
10. Store / Hostel/Caretaker/Exam., HCM RIPA, Jaipur
- ✓ 11. Computer Cell, HCM RIPA, Jaipur for uploading the order on our website.
12. Guard File

Additional Director (Admn.)