

राजस्थान सरकार
औषधि नियंत्रण संगठन, स्वास्थ्य भवन, तिलक मार्ग,
जयपुर, राजस्थान

क्रमांक: डी.सी./लेखा./NRHM /2011/

दिनांक :

सहायक औषधि नियंत्रक,
जयपुर, पाली, अलवर, चित्तौड़गढ़ एवम चूरु।

विषय:- बजट मद 2210 चिकित्सा एवं स्वास्थ्य के तहत आपको बजट आवंटन
कराने बाबत।

निदेशक (जन स्वा0) राजस्थान जयपुर, के पत्रांक लेखा/
मु0/2004-05/758-79/दिनांक 18-10-2004 एवम-425-50 दिनांक 04.05.2010 के द्वारा
आपको कार्यालय अध्यक्ष तथा आहरण एवं वितरण अधिकारी घोषित किया गया है
(प्रति सलंगन) परन्तु इस मद के अर्न्तगत अब तक आपको बजट आवंटित नहीं किया जा सका
है। इस वित्तीय वर्ष (2011-12) से आपको बजट आवंटित किये जाने का निर्णय लिया गया
है। अतः आप निम्नलिखित सूचनाएँ तुरन्त भिजवायें:-

1. आहरण एवं वितरण अधिकारी (आपके) कार्यालय का पूर्ण पता तथा G.P.F. खाता संख्या।
2. ई. मेल address एवं मोबाइल नम्बर
3. कोषालय का कोड नम्बर (Treasury code No.)

यदि यह आपके द्वारा अब तक प्राप्त नहीं किया गया है तो जिला कोषाधिकारी को
आवेदन कर, कोड नम्बर लेकर यथा शीघ्र सूचित करें। उक्त सूचनाएँ उपलब्ध कराये जाने पर
ही बजट आवंटन किया जा सकेगा। अतः सूचनाएँ शीघ्र उपलब्ध करावे।

सलंगन:- उपरोक्तानुसार

५५
19-4-2011

औषधि नियंत्रक,
राजस्थान, जयपुर

प्रतिलिपि :- प्रभारी अधिकारी, केन्द्रीय सर्वर रूम को नेट पर प्रसारित करने हेतु।

औषधि नियंत्रक,
राजस्थान, जयपुर

**Government of Rajasthan
Directorate of Medical & Health Services
Rajasthan Jaipur**

No. Acetts./Hq/2004-05/

Dated: /

OFFICE ORDER

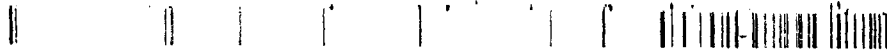
In exercise of the powers conferred upon me under Rule 3 of the General Financial & Accounts Rule, I Dr. O.P. Gupta, Director (PH) Medical & Health Services, Rajasthan, Jaipur hereby declared Assistant Drug Controller, Jaipur, Sikar, Ganganagar, Sawai Madhopur, Bharatpur & Banswara as head of Office for the purpose of the financial rules of the Government in respect of offices of Assistant Drug Controller, Jaipur, Sikar, Ganganagar, Sawai Madhopur, Bharatpur, Banswara with immediate effect for the budget head 2210-Medical & Public Health. *respectively*

The Assistant Drug Controllers will 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 & Accounts Rules of the Government. An abstract of important duties are contained in Appendix-I.

They will Perform the following duties in particular :-

1. To sign as a Drawing & Disbursing Officer, all bills for personal claims of all Government & contingent expenditure to be presented to the treasury.
2. To account for all the receipts & payments made out of the funds so drawn and to make payment to the proper payee against valid acquaintance and to attest it in the taken of payments.
3. To maintain in Cash Book & all the account registers and records particularly Register for watching encashment of bills, bill transit register of short term advances, register of contingent expenditure, register of advance & adjustment, stock registers, register of miss-appropriation etc. Register showing receipt disposal of cheques, drafts, postal money orders etc. & register of payment made by postal money orders, drafts and to sign the relative entries.
4. To incur recurring and non-recurring contingent expenditure in accordance with the Financial Rules, Orders and Delegation of Financial Powers issued by the



Medical & Health Services
Rajasthan Jaipur

No. Acetts./Hq/2004-05/ 758-79

Dated : 18/10/09

Copy forwarded to the following for information & necessary action :-

1. The Accountant General, Rajasthan, Jaipur.
2. The Treasury Office, Secy./Collectorate, Jaipur.
3. Additional Director (Gazetted) Headquarter, Jaipur.
4. Drug Controller, Headquarter, Jaipur.
5. Joint Director, Medical & Health Services, Zone Jaipur/Bikaner/Kota/Udaipur.
6. Assistant Drug Controller, Jaipur/Sikar/Ganganagar/Sawai Madhopur/Bharatpur/Banswara.
7. The Agent/State Bank of Bikaner & Jaipur. Office order file Jaipur/Sikar/Ganganagar/Sawai Madhopur/Bharatpur/ Banswara.
8. Office Order File.

9. Chief Medical & Health Officer *Sikar/Ganganagar*
Sawai Madhopur/Bharatpur/Banswara

Director (PH)
Medical & Health Services
Rajasthan Jaipur

Government of Rajasthan
Directorate of Medical & Health Services, Rajasthan Jaipur

Accnts/Hq/2008-09/ 425-50

URGENT

Dated: 4.5.10

Office Order

AAOSH

Process

12 MAY 2010
2429

In exercise of the power conferred upon me under rule 3(a) of the General Financial and Accounts Rules part 11s, I Dr. O.P. Gupta Director (PH) Medical and Health Services, Rajasthan Jaipur do hereby declared Assistant Drug Controller Pali, Alwar Chitorgarh, Churu as the Head of office for the purpose of the Financial Rules of the Government in respect of offices of the Assistant Drug Controller Chittorgarh, Alwar, Churu respectively with immediate effect for the budget head 2210 -Medical and Public Health.

He will be exercised all the financial and other power delegated to a Head of Office under the Financial Rules and order issued from time to time.

The duties and responsibilities are laid down in the various provisions of the General Financial and Accounts Rules of the Government. As abstract of important duties are contained in Appendix-I

He will perform the following duties in particular:-

- 1- To sign as Drawing and disbursing officer, all bills for personal Claims of all Government Servants & Contingent Expenditure to be presented to the treasury.
- 2- To account for all the receipts & payments made out of the funds so drawn and to make payment to the proper payee's against valid acquaintance and to attest it in the taken of payments.
- 3- To maintain in cash books & all the 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 Register of misappropriation etc, Register showing Receipt, Disposal of Cheques, Drafts, Postal Money Orders etc and Register of payment made by Postal Money Orders/ Drafts through Saving Bank A/C's and to sign the relative entries.
- 4- To incur recurring and non-recurring contingent expenditure in accordance with the 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 Savants 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.

(Dr.O.P. Gupta)
Director (PH)
Medical and Health Services
Rajasthan Jaipur

No:-Accnts/Hq/2008-09/ 425.50

Dated: 4.5.10

Copy:- Forwarded to the following for information & necessary action :-

- 1- The Accounts General Rajasthan Jaipur.
- 2- Depty, Secretary Medical & Health (Group-II) Deppm, Raj, Jaipur
- 3- Director Medical & Health Services, Raj, Jaipur
- 4- Additional Director (Gazetted/Non- Gazetted), Headquarter, Jaipur.
- 5- The Treasury Officer, Pali, Alwar Chitorgarh, Churu
- 6- Drug Controller, Headquarter, Jaipur
- 7- Joint Director, Medical and Health Services Zone Jaipur/Bikaner/Udaipur/Jodhpur
- 8- Assistant Drug Controller Pali, Alwar Chitorgarh, Churu.
- 9- The Agent State Bank of Bikaner & Jaipur, Office order file Pali, Alwar Chitorgarh, Churu
- 10- Chief Medical & Health Office Pali, Alwar Chitorgarh, Churu.
- 11- Office Order File.