

**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES**  
**SHEIKHPURA, PATNA-14**  
**OFFICE ORDER**

In supersession of previous orders the following duties and responsibilities are hereby delegated and allocated to the officers as mentioned below :

**1. FINANCIAL ADVISOR :**

1. Over all In charge of Accounts and finance wing of the Institute.
2. To sign the cheque with the Director or authorized by him to any Officer of the Institute as per rule (9) (ख)
3. To sign the different Cash Book duly checked by Cashier - Finance & Chief Accounts Officer on behalf of the DDO.
4. Preparation of Annual Budget.
5. To accord Financial concurrence in the light of financial availability & Budget provision.
6. To call the Standing Finance Committee being a Member Secretary with approval of Chairman.
7. To sanction the T.A. bill after duly passed by the Accounts Officer and Finance & Chief Accounts Officer.
8. GPF withdrawal & final settlement.
9. Vetting of agreement related financial matter of the concerned department.
10. To sanction up to Rs. 10,000/- (Rupees Ten thousand) only duly recommended by the section.
11. Any other work assign time to time by the competent authority.

**2. FINANCE & CHIEF ACCOUNTS OFFICER :**

1. The Finance & Chief Accounts Officer shall be responsible for accounting, Budget, Statement of Accounts.
2. To ensure that no expenditure not authorized in the Budget is incurred by the Institute.
3. To ensure that overall no financial irregularity is committed and take steps to set right any irregularity pointed out during the Audit.
4. To ensure that overall proper accounting of the Income & Expenditure.
5. He will responsible to supervise all the staffs of Accounts wing.
6. To sign the different Cash Book maintaining by the Accounts wing.
7. Any other work assigned time to time by the competent authority.

**3. ACCOUNTS OFFICER :**

1. All bill and vouchers checked by the Accounts Officer including Engineering Cell (Rule- (9) ) (ख)
2. To check the Cash Book and the subsidiary Cash-Book and signed accordingly,
3. To supervise the staff and allot the work with consultation of Finance & Chief Accounts Officer and Financial Advisor.
4. Member of Local Purchase Committee.
5. He will control the fund received from Chief Minister Relief Fund including Ayushman Bharat Yojna & signed the cheque with Medical Superintendent.
6. He will also look after the scheme under the State Health Society, Bihar.
7. Any other work assigned time to time by the competent authority.

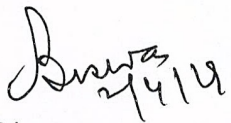
Sd/-  
Director  
IGIMS, Patna.

**Memo No. Del.of P/2019/124/SC/Adm.**

**Dated : 02/04/2019**

**Copy to :** Financial Advisor/Finance & Chief Accounts Officer/Accounts Officer for information and necessary action.

2. Director Cell/All Department/ Section of IGIMS, Patna for information.

  
Director  
IGIMS, Patna

*Handwritten notes:*  
03/04/19  
Ref.