



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/Rectt.Cell/10(6)/2018/8604 - 8703

Date: 15.06.2018

OFFICE ORDER

In reference to budgetary provisions, the Competent Authority has appointed the following officers as DDOs/Second Signatory with given instructions:

1. All CoEs shall maintain separate budget to meet its expenses. The Budgetary/fund requirement of the Centres shall be released through Headquarters. For this, all CoEs are requested to adhere with the directions given in Circular No.CBSE/AC&BW/ACCOUNTS/2016-17/Circular/241 dated 16.08.2017.
2. All CoEs (other than existing CoE(s) having bank account) will open separate bank account in the name of "Secretary, CBSE" in the nationalised bank preferably in Syndicate Bank.
3. As per instructions given vide circular No.AC&BW/Accounts/NC/2016/174-204 dated 13.01.2016, the concerned RO will transfer a sum of Rs.10 lakh initially on imprest basis system to recently established CoEs.
4. Concerned RO shall disburse the salary and allowances to the staff of CoE till further orders.
5. All CoEs shall maintain separate books of accounts. All CoEs shall submit the monthly accounts along with allied schedule to Headquarter latest by 10th of each following month.
6. The following permanent officers may act as DDO & second signatory:

S.No.	Name of the CoE	Drawing & Disbursing Officer	Second Signatory
1.	CoE Ajmer	Ms. Rita Jhamb Section Officer	Ms. Archana Thakur Deputy Secretary
2.	CoE Allahabad	Dr. Mridula Singh Asstt. Secretary	Ms. Swati Gupta Deputy Secretary
3.	CoE Bhubaneswar	Mr. Biru Tudu Section Officer	Mr. R.P. Singh Deputy Secretary
4.	CoE Chennai	Ms. Arunima Majumdar Deputy Secretary	Second Signatory of concerned RO
5.	CoE Dehradun	Sh. Suneet Sharma Section Officer	Ms. Anjali Chhabra Deputy Secretary
6.	CoE Delhi	Dr. Sneha Singh Section Officer	Dr. Praggya M. Singh Deputy Secretary
7.	CoE Guwahati	Sh. Radhey Shyam Section Officer	Dr. Sandeep Jain Deputy Secretary
8.	CoE Kakinada	Mr. Sunil Kumar Section Officer	Mr. E. Daniel Raju Deputy Secretary
9.	CoE Panchkula	Mr. Rajiv Sharma Section Officer	Ms. Neha Sharma Deputy Secretary
10.	CoE Patna	Mr. Akhilesh Kumar Analyst (Academics)	Sh. Jagdish Barman Regional Officer

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: www.cbse.nic.in



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11.	CoE Rae Bareilly	Mr. Lalit Kr. Hinanshu Section Officer	Dr. B.N. Singh Deputy Secretary
12.	CoE Thiruvananthpuram	Mr. Jaya Ram Section Officer	Mr. Pramod Kr. T.K. Deputy Secretary
13.	CoE Pune	Sh. Jabar Singh Section Officer	Sh. Subhash Chand Asstt. Secretary

7. As per instructions given vide circular No.CBSE/AC&BW/ACCOUNTS 2015-16/2016/829-857 dated 26.08.2016, all CoEs shall apply for separate TAN no. They can use TAN of concerned RO till separate TAN No. is allotted to CoE.

apchaturvedi
15/08/2016
(JAIPRAKASH CHATURVEDI)
DEPUTY SECRETARY(A&L)

Distributions:

1. Officers concerned
2. All the Regional Offices of the Board.
3. All CoEs of the Board
4. PS to Chairperson, CBSE, Preet Vihar, Delhi
5. SPS to Secretary/ Controller of Examination/Directors/Regional Directors, CBSE
6. PA to Senior PRO/ I.A.F.A., CBSE, Preet Vihar, Delhi / J (TT)
7. DDO(Hqrs), CBSE, Preet Vihar, Delhi
8. Scrap Register/Guard File