



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under the Haryana Registration and Regulation of Societies Act, 2012)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | Website: www.hsspp.in



Order

Smt. Geeta Garg, Controller (Finance & Accounts) is hereby designated as Drawing & Disbursing Officer (DDO) for HSSPP Panchkula at the Headquarter of the Parishad and she is also authorized signatory in bank account of HSSPP.

Further, the following powers are also hereby delegated to Smt. Geeta Garg, Controller Finance & Accounts for smooth working of the Parishad till further orders :-

1. To approve the TA & Medical Bill.
2. To approve the salary bills of staff
3. To approve the leave of staff working under her control
4. Bill pertaining to office BSNL Landline Phone, Data Card, Electricity and water charges of Shiksha Sadan building
5. Payment of bills on account of AMC charges of Photostat/Machines, Computer and printer
6. Payment of accounts of mobile bills as per approved ceiling
7. Office expenses upto Rs. 10000/-

Place: Panchkula
Dated: 18.03.2024

Jitender Kumar, IAS
State Project Director

Endst. No. Admn./SS/2024 - 29740 - 44

Dated 19/03/2024

A copy of the above is forwarded to the following for information and necessary action: -

1. Smt. Geeta Garg, Controller (Finance& Accounts), HSSPP Panchkula
2. All Component Incharges, HSSPP, Panchkula
3. IT Cell, HSSPP, Panchkula for uploading the same on the website.
4. PS/SPD, HSSPP, Panchkula
5. PA/JSPD, HSSPP Panchkula

Rchamty
19.3.24
Associate Consultant (admn.)
For State Project Director

