

Detailed duties of Bursar

- (i) He will maintain high standards of discipline and efficiency among the staff, students (Day Scholars and Boarders).
- (ii) Will be responsible for administration and management of school and Hostels and supervise the functioning of staff under him.
- (iii) Guide and train his subordinates and supervise their day-to-day working.
- (iv) Proper maintenance of personal documents, timely initiation of ACRs/Probation report of all employees.
- (v) Arrange remittances in accordance with the rules to Provident Fund Commissioner, IT authorities. Telephone authorities and electricity and rent and allied charges of lease of land to Station HQ as applicable.
- (vi) Preparatory work and support connected with new admissions in school and hostel.
- (vii) Organize and monitor day to day functioning and correspondence of the school office.
- (viii) Ensure correct maintenance of leave record of both academic and administrative staff and check daily attendance register of staff including leave of hostellers.
- (ix) Arrange Annual Stock Taking-cum-Condensation Boards and auction/disposal of unserviceable condemned items in respect of all stores and proper follow-up action thereafter.
- (x) Ensure proper maintenance of files, documents, ledgers, vouchers and other documents of logistic matters.
- (xi) Administrative arrangements for educational and recreational trips of students and staff and reception and despatch of boarders.
- (xii) Maintain school and Hostel Accounts and advise Principal to ensure proper investment of school and hostel funds through a Board of Officers/Investment Committee in accordance with the decision taken by the SAMC and policy enumerated in latest edition of 'Financial Management of Army Public Schools', as amended from time to time.
- (xiii) Prompt preparation of CRVs and related accounting and processing including taking items on ledger charge and payment of the bills.

(xiv) Take care of security arrangements of the school, hostel and campus during day and night including “Fire Prevention and Fire Fighting arrangements and disaster management (To hold mock drills to check preparedness).

(xv) To make satisfactory arrangements for supply of both normal and drinking water for the pupils. Ensure proper maintenance of the school and hostel buildings, the fixtures and furniture, office equipment, lavatories, play grounds and gardens etc.

(xvi) Correspond with Railway for Reservation (Concession Vouchers for students on classified vacation) and units/station HQ related to school buses.

(xvii) Arrange proper provisioning, procurement and accounting of school and hostel stores and equipment.

(xviii) Ensure general area upkeep, repairs/maintenance of accommodation of teachers and staff, vehicles, furniture and equipment. Prepare a schedule for repair and maintenance of school buildings/hostels and staff accommodation including fixtures therein.

(xix) Proper hygiene and sanitation and conservancy arrangements, pest control and fogging etc. in the school campus/hostel.

(xx) Liaison with formation HQ/Units. Power Corporation authorities and other local institutions for effective and efficient functioning.

(xxi) Arrange daily sick report, periodical medical and dental check-up of students by Polyclinic/MH. Liaison with SHO for organizing anti-mosquito sprays.

(xxii) Co-ordinate with transporter to ensure smooth running of hired transport for students.

(xxiii) Coordinate adm support and expertise during organizing major Annual School Events, such as Republic Day, Independence Day, Sports events. In-service training of teachers and guest lecturers. Ensure welfare activities in hostel including recreation programme.

(xxiv) Will make proper arrangements for collection of fruits, Milk, dry ration, Poultry product etc by following the laid down procedure in booklet–Financial Management of Army Public Schools.

(xxv) Will ensure proper safety and security of students, employees and property in the school and Hostel. He/She would ensure proper functioning of security guards and maintenance of visitors/entry registers at all gates of school/hostel.

(xxvi) To ensure quality of food items i.e. cooking, fruits, bakery and vegetables. Procurement of LPG/maintenance of cooking facilities including regular upkeep, cleanliness and their maintenance.

(xxvii) Maintain details of important telephone numbers of essential services like Police, Cantonment Board, Hospitals, Fire Stations, Railway Station, Bus Stands, and District Authorities including District Disaster Management Centre.

(xxviii) Carry out additional duties as directed by the principal.