

Office Order : Work Allocation

A. DR. UPENDRA NABH TRIPATHI, REGIONAL DIRECTOR

1. Overall Supervision of Regional Centre.
2. Online Academic counselor Portal, RC website,
3. Alumni data base
4. Social media handles.
5. Monthly Monitoring report (MMR)
6. NAAC

B. DR. SANJAY KUMAR, ASSISTANT REGIONAL DIRECTOR

1. All matters including monitoring of Counseling schedule, MMR, Assignment, Promotional activities, activation of New Programme, approval of Academic Counselors etc related to LSCs situated in following districts:
(i) Allahabad (ii) Ballia (iii) Jaunpur (iv) Partapgarh (v) Mirzapur (vi) Ghazipur (vii) Kushinagar (viii) Sant Ravidas Nagar (ix) Mau
2. Appointment/renewal of LSC part-time Staff falling under above mentioned Districts.
3. Proposal for activation of new Programme may be processed by concern ARDs.(Assisted by Mr. Anil Kumar Singh, SPA).
4. **In addition to above, he will be Incharge/Nodal Officer of following:**
 - (a) All operations related to Examinations.
 - (b) All operations related to SLM (Assisted by Mr. Shyam Sunder, Assistant)
 - (c) May I Help You Counter/Enquiry, RC Varanasi
 - (d) Preparation of Theory counseling schedule and its monitoring and information send to concern learners and LSCs (Assisted by Mr. Anil Kumar, SPA).
 - (e) RC/LSC Library
 - (f) All operations related to Convocation
5. **Gyanvani:** Pending issues of Gyanvani Allahabad & Varanasi.
6. **Rajbhasha:** All type of Hindi reports and organizing HINDI PAKHWARA/ HINDI DIVAS/Workshop/Hindi Implementation Committee Meeting/Quarterly Report to Headquarter.
7. Any other work assigned by Regional Director.

C. DR. SHRAVAN KUMAR PANDEY, ASSISTANT REGIONAL DIRECTOR

1. All matters including monitoring of Counseling schedule, MMR, Assignment, Promotional activities, activation of New Programme, approval of Academic Counselors etc related to Study Centers & Programme Study Centre situated in following districts:
i) Chandauli (ii) Deoria (iii) Sultanpur (iv) Gorakhpur (v) Sonebhadra (vi) Maharajganj (vii) Azamgarh (viii) Sant Kabir Nagar (ix) Varanasi (x) Ambedkar Nagar.
2. Appointment/renewal of LSC part-time Staff falling under above mentioned Districts.
3. **IN-CHARGE OF ADMISSION:** Fresh & Re-registration online/offline admission.
4. **In addition to above, he will be Incharge/Nodal Officer of following:**
 - (a) Preparation of practical Counseling schedule and its monitoring and information send to concern learners and LSCs (Assisted by Mr. Anil Kumar, SPA)
 - (b) Streamlining of Online LMS. portal
 - (c) Campus Placement Cell.
 - (d) Innovation Club.
 - (e) Arrangement of project Viva & Internship (All Programmes)
 - (f) Coordinator meeting & all type of orientation Programme/Refresher Programme/Interactive meetings etc
 - (g) I-Gram, Online Support etc.
 - (h) Unnat Bharat Abhiyan/Swachchhata Abhiyan/Village Adoption and any other Special Drive/initiate of IGNOU.
 - (i) Any other work assigned by Regional Director.

D. M R. YOGESH KUMAR, ASSISTANT REGISTRAR

- (a) All work related to Administration, F&A, Legal & RTI matters.
- (b) Will act as Disbursement Officer for all accounts of RC Varanasi (Grant Account).
- (c) Preparation of Budget Estimates, Revised Budget Estimates and its Re-appropriation.
- (d) Maintaining personal files and service book of Regional Centre staffs..
- (e) Scrutiny of claims of RC Staff, Coordinators and other officials/visiting dignitaries on RC.
- (f) Stock Verification of Study Centre & Regional Centre.
- (g) Maintenance of equipment, furniture, fixtures and building including maintenance of garden etc.
- (h) Advertisement, Printing, Purchase, stores, AMCs including its TDS deduction, deposit and annual return file to Income Tax Department.
- (i) Processing of all types of Study Centers Bills/advances, maintaining its receipts and payments records, and sending reply to the SCs queries related to bills, salary and advances.
- (j) Gyan Vani Financial Issues.
- (k) Timely deposit of DDs to IGNOU Account.
- (l) Financial Audit of LSCs & compliance of Internal & External Audit of RC
- (m) GeM
- (n)- Any other work assigned by Regional Director.

E. MR. KRISHNA MURARI KUMAR, PA- II

- (a) Secretarial assistance to Regional Director.
- (b) All operations related to Examinations (under supervision of Dr. Sanjay Kumar, ARD)
- (c) Appointment/Renewal/Payment release & stopping order of LSCs PTFs.
- (d) Compilation of Monthly Monitoring Report (MMR) and forwarding to RSD.
- (e) Coordination with RC, LSC & IGNOU.
- (f) Alumni data base
- (g) Any other work as assigned by Regional Director from time to time.

F. MR. SANTOSH KUMAR SINGH, AE (DP)

(Under the supervision of Dr. S. K. Pandey, ARD (Admission In-charge):

- (a) Data Base Management of RC Varanasi including data entry and preparation of re-registration forms, new admissions including confirmation letters, fee receipt etc. and any other information pertaining to these matters.
- (b) Handling of online LMS portal under guidance of Dr. S K Pandey, ARD.
- (c) Processing of Online Fresh Admission/Re-Registration/Data.
- (d) Issue of Migration Certificate / Duplicate I Card
- (e) RC Varanasi Website updation, social media handles & SMS Service Mgmt.
- (f) Assessment of printing requirement of stationary pertaining to Admission.
- (g) Data preparation for IGNOU/web conference.
- (h) Data Entry of Assignment/Practical/Project Grades.
- (i) Proper maintenance of Counseling schedule and its uploading on website.
- (j) Any other work as assigned by RD..

G. MR. ANIL KUMAR SINGH, SPA.

(Under the supervision of Dr. Sanjay Kumar, ARD)

- (a) May I Help You-counter (along with one Daily Wager)
- (b) Regional Centre, Varanasi Library & putting of proposal for purchase of Books for Library through AR.
- (c) Maintenance of Academic counselor data base and to provide to different section of RC whenever is required in the desired format.
- (d) Processing of proposal for activation of new Programme under supervision of concerned ARDs
- (e) Counseling schedule and LSCs MMR records.

- (f) Receipt & Issue of Degrees during convocation and in person also.
- (h) Issue/Dispatch of returned Mark sheet.
- (i) Handling of Online degree portal
- (j) Any other work assigned by RD.

H. MR. SHYAM SUNDER, ASSISTANT

(Under the supervision of Dr. Sanjay Kumar, ARD)

- (a) Management of SLMs (received from HQrs/Returned packets). Its dispatch to learners/LSCs
- (b) Record keeping of returned packets and SLMs received from HQrs.
- (c) To prepare and provide data of SLM in desired format whenever required.
- (d) Any other work assigned by RD.

I. MR. PRADEEP KUMAR, ASSISTANT

(Under the supervision of Mr. Yogesh Kumar, AR)

- (a) All matters related to Finance and accounts of RC Varanasi and its LSC including :
- (b) Processing of Monthly/Imprest Bill of LSCs, release of Fee Share/maintenance Grant to eligible LSCs.
- (c) RC and Study Centre Salary and remittance to IGNOU Hqrts/IT Deptt/other Agency.
- (d) Payment of RC building, Warehouse, D/w Staff, Security Staff, Electricity, Telephone Bill.
- (e) Maintenance of Cash Book and Ledgers and Other Relevant records/Books of account of Plan, Non-plan, Fee & SOF Account and its Bank reconciliation.
- (f) Tax deduction at source, deposit and annual return file to Income Tax Department and issue of Forms 16 and 16-A as per Income Tax norms.
- (g) NPS deduction & its online return.
- (h) Maintenance of Record/ Registers pertaining to recurring nature of expenditure like; Telephone, Electricity, Postage etc.
- (i) Release and adjustment of all types of advances to Study Centre including TA and other advances of RC staff members.
- (j) Preparation of Budget and Re-appropriation of Budget including prior sanction from headquarters in case of any excess expenditure.
- (k) Custodian of Cheque Book, Cash book, Ledger, ECR & other records.
- (l) Timely deposit of DD to IGNOU account.
- (m) Audit related work of the section.
- (n) Any other work assigned by RD.

J. MR. BRIJESH KUMAR, ASSISTANT

(Under the supervision of Mr. Yogesh Kumar, AR)


- (a) All the establishment matters: Maintaining personal files and service book of RC staff.
- (b) Processing of medical bills, T.A. Bills and all types of personal Claim,
- (c) Scrutiny of claims of Coordinators and other officials/visiting dignitaries on different occasions.
- (d) Maintenance, including AMC & Insurance of all the equipments/Instruments/Furniture & fixtures, Insurance, Fire Fighting arrangement and RC Varanasi Building etc.
- (e) Purchase of Stationary/Store items & its stock entry.
- (f) Advertisement of admission and all types of printing orders and maintenance of its records.
- (g) Supervision of Diary & Dispatch Section.
- (h) Verifying of Daily Wage Attendance of RC & EOP Centre and Processing for Salary under supervision of AR.
- (i) Custodian of Imprest Money for RC.
- (j) Weeding Out
- (k) Legal & RTI Matters.
- (l) Physical Stock Verification of LSC & RC
- (m) Preparation & processing of Tender & Advertisement. Maintenance of Agreement.
- (o) Any other work assigned by RD

G. Gopalko
20/3/23

GENERAL INSTRUCTIONS:

- i. It may be ensured by all that the office timings i.e. from 9:30 AM to 6:00 PM with lunch break of between 1:30 PM to 2:00 PM is strictly followed.
- ii. Leave must be planned & applied for well in advance. Before proceeding on leave, it must be ensured that it has been approved by the authority.
- iii. In order to preserve the Stationary & bring transparency & swiftness in the working, all the routine/ Office Order/Student Grievances shall be communicated/forwarded through E Mail. All Staff/Official must check their Email & respond to them promptly.
- iv. **All Staff/Official shall be deemed custodian of record/files pertaining to the work allocated to him/her.**
- v. The Attendance Register shall be kept in the custody of Mr. Yogesh Kumar, AR who will submit the same at 9:45AM to the undersigned.
- vi. The daily attendance shall be forwarded by email to RSD latest by 10.10 AM.
- vii. All the requisitions, bills, application by staff members, duly recommended by the Sectional Head, should be submitted at the receipt/dispatcher desk for further processing,
- viii. All correspondence to the Learners is to be made by the concerned ARDs only.
- ix. It should be ensured that all the correspondence to the hqrs is made through Regional Director.
- x. It must be ensured that the student files records are maintained properly.
- xi. All queries from the students should be attended **within three days** from the receipt of letter/E Mail/ query.
- xii. All letters from Hqrs including confidential/personal letters should be put before the RD immediately. Routine Dak/letters to be put to RD on daily basis in the evening.
- xiii. It should be ensured that all staff member including contractual staff and daily wager should be present as per their designated seat only.
- xiv. All staff members are requested to take the charge as per the duty allocation with immediate effect and take the concerned file with the concerned officer.

This Office Order comes into force with immediate effect.


(Dr. U. N. Tripathi)
Regional Director (I/c)

Cc.: For information:

1. The Director (RSD), IGNOU Maidan Garhi, New Delhi.
2. The Registrar (Administration), IGNOU Maidan Garhi, New Delhi.
3. All the Officers and Staff at the Regional Centre, Varanasi.
4. RC Varanasi Website.
5. Office Copy.