

Office Order : Work Allocation

DR. UPENDRA NABH TRIPATHI, REGIONAL DIRECTOR

1. Overall Supervision of Regional Centre.
2. Online Academic counselor Portal,
3. Chairman of Campus Placement Cell & Innovation Club
4. RC website and Social media handles.
5. Alumni Activities and preparation of success stories.
5. NAAC

DR. SHRAVAN KUMAR PANDEY, DEPUTY.DIRECTOR

1. **IN-CHARGE OF ADMISSION** : Fresh & RR online/offline admission.
2. Nodal officer of LMS portal online programme
3. Preparation and Coordination of practical Counseling schedule and its monitoring and information to concerned learners and LSCs (Assisted by Mr. Anil Kumar, SPA)
4. Arrangement of project Viva & Internship (All Programmes)
5. Activation of New Programmes,.
6. Unnat Bharat Abhiyan/Swachchhata Abhiyan/Village Adoption and any other Special Drive/initiate of IGNOU.
7. Activities of Innovation Club under the supervision of Regional Director.
8. Coordinators meeting & all type of orientation Programme/Refresher Programme/Interactive/induction meetings etc
9. All matters including Promotional activities, Appointment/renewal of LSC part-time Staff falling under above mentioned Districts.
 - i) Mau
 - (ii) Ballia
 - (iii) Ghazipur
 - (iv) Varanasi
 - (v) Chandauli
 - (vi) Sonebhadra
 - (vii) Mirzapur
- 10.. Any other work assigned by Regional Director.

DR. SANJAY KUMAR, ASSISTANT REGIONAL DIRECTOR

1. **IN-CHARGE OF ASSIGNMENT**
2. All operations related to SLM (Assisted by Mr. Shyam Sunder, ASO)
3. Organization of Grievances in online and offline mode at RC & LSCs.
4. May I Help You Counter/Enquiry at RC Varanasi
5. Preparation and Coordination of online and offline theory counseling schedule and its monitoring and information to concern learners and LSCs (Assisted by Mr. Anil Kumar, SPA).
6. RC/LSC Library
7. All operations related to Convocation/degree.
8. Preparation of all types of Hindi reports and organizing HINDI PAKHWARA/ HINDI DIVAS/Workshop/Hindi Implementation Committee Meeting.
9. All matters including Promotional activities, Appointment/renewal of LSC part-time Staff falling under following mentioned Districts :
 - (i) Sant Ravidas Nagar (Bhadohi)
 - (ii) Allahabad
 - (iii) Jaunpur
 - (iv) Partapgarh
 - (v) Sultanpur
 - (vi) Ambedkarnagar
10. Any other work assigned by Regional Director.

DR. DEV NARAYAN PATHAK, ASSISTANT REGIONAL DIRECTOR

1. **IN-CHARGE OF EXAMINATION**
2. Handling IGRAM queries and reply
3. Ensure timely submission of MMR (Monthly Monitoring Report)
4. Alumni Activities under the guidance of Regional Director
5. All matters including Promotional activities, Appointment/renewal of LSC part-time Staff falling under above mentioned Districts.
 - i) Gorakhpur
 - (ii) Mahrajanj
 - (iii) Kushinagar
 - (iv) Deoria
 - (iv) Sant Kabir nagar
 - (v) Azamgarh
6. Any other work assigned by Regional Director.

MR.. BANMALI SINGH, DEPUTY REGISTRAR

1. Preparation of Budget Estimates, Revised Budget Estimates and its Re-appropriation.
2. Stock Verification of Study Centre & Regional Centre.
3. Maintenance of equipment, furniture, fixtures and building including maintenance of garden etc.
4. Financial Audit of LSCs & compliance of Internal & External Audit of RC
5. Weeding out process of old SIM/project reports/Other documents/material of LSC&RC.
6. Legal & RTI matters
7. Any other work assigned by Regional Director.

MR. YOGESH KUMAR, ASSISTANT REGISTRAR

1. Maintaining personal files and service book of Regional Centre staffs..
2. Processing of claims of RC Staff, Coordinators and other officials/visiting dignitaries on RC.
3. Advertisement, Printing, Purchase, stores, AMCs including its TDS deduction, deposit and annual return file to Income Tax Department.
4. Processing of all types of Study Centers Bills/advances, Exam bills, maintaining its receipts and payments records, and sending reply to the SCs queries related to bills, salary and advances.
5. Custodian of Cheque Book, Cash book, Ledger, ECR & other records.
6. Timely deposit of DDs to IGNOU Account.
7. GeM portal activities
8. Processing of agreement for engagements of Manpower, Security
9. Any other work assigned by Regional Director.

MR. KRISHN MURARI KUMAR, PA- II

1. Secretarial assistance to Regional Director.
2. All operations related to Examinations (under the supervision of Dr. D N Pathak, ARD)
3. Appointment/Renewal/Payment release & stopping order of LSCs PTFs.
4. Compilation of Monthly Monitoring Report (MMR) and forwarding to RSD.
5. Coordination with RC, LSC & IGNOU.
6. Any other work as assigned by Regional Director from time to time.

MR. SANTOSH KUMAR SINGH, AE (DP)

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

1. 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.
2. Handling of online LMS portal under guidance of Dr. S K Pandey, DD.
3. Processing of Online Fresh Admission/Re-Registration/Data.
4. Issue of Migration Certificate / Duplicate I Card
5. RC Varanasi Website updation, social media handles & SMS Service Mgmt.
6. Assessment of printing requirement of stationary pertaining to Admission.
7. Data preparation for IGNOU/web conference.
8. Data Entry of Assignment/Practical/Project Grades
9. Online Exam form entry through Samarth portal & other related data/information of exam.
10. Proper maintenance of Counseling schedule and its uploading on website.
11. Any other work as assigned by Regional Director

MR. ANIL KUMAR SINGH, SPA.

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

1. May I Help You counter
2. RC Varanasi Library & putting of proposal for purchase of Books for Library through AR.
3. Maintenance of Academic counselor data base and to provide to different sections of RC whenever is required in the desired format.
4. Processing of proposal for activation of new Programme

Ghoshpathi
20/3/26

5. Practical & theory counseling schedule and LSCs MMR records.
6. Receipt & Issue of Degrees during convocation and in person also.
7. Issue/Dispatch and grievances of returned Mark sheet.
8. Handling of Online degree portal
9. Any other work assigned by Regional Director

MR. SHYAM SUNDER, ASO

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

1. Management of SLMs (received from HQrs/Returned packets). Its dispatch to learners/LSCs .
2. Record keeping of returned packets and SLMs received from HQrs.
3. To prepare and provide data of SLM in desired format whenever required.
4. Any other work assigned by Regional Director

MR. BRIJESH KUMAR, ASO

(Under the supervision of Mr. Banmali Singh, DR & Mr. Yogesh Kumar, AR)

1. All the establishment matters: Maintaining personal files and service book of RC staff.
2. Processing of medical bills, T.A. Bills and all types of personal Claim,
3. Scrutiny of claims of Coordinators and other officials/visiting dignitaries on different occasions.
4. Maintenance, including AMC & Insurance of all the equipments/Instruments/Furniture & fixtures, Insurance, Fire Fighting arrangement and RC Varanasi Building etc.
5. Purchase of Stationary/Store items & its stock entry.
6. Advertisement of admission and all types of printing orders and maintenance of its records.
7. Supervision of Diary & Dispatch Section.
8. Verifying of DW Attendance of RC & Processing for Salary under supervision of AR.
9. Custodian of Imprest Money for RC.
- 10 Weeding Out
- 11 Legal & RTI Matters.
12. Physical Stock Verification of LSC & RC
13. Preparation & processing of Tender & Advertisement. Maintenance of Agreement.
14. Any other work assigned by Regional Director

MR. PRADEEP KUMAR, ASSISTANT

(Under the supervision of Mr. Banmali Singh, DR & Mr. Yogesh Kumar, AR)

1. All matters related to Finance and accounts of RC Varanasi and its LSC :
2. Processing of Monthly/Imprest Bill of LSCs, Exam bills, release of Fee Share/maintenance Grant to eligible LSCs.
3. RC and Study Centre Salary and remittance to IGNOU Hqrts/IT Deptt/other Agency.
4. Payment of RC building, Warehouse, D/w Staff, Security Staff, Electricity, Telephone Bill.
5. Maintenance of Cash Book and Ledgers and Other Relevant records/Books of account of Plan, Non-plan, Fee & SOF Account and its Bank reconciliation.
6. 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.
7. NPS deduction & its online return.
8. Maintenance of Record/ Registers pertaining to recurring nature of expenditure like; Telephone, Electricity, Postage etc.
9. Release and adjustment of all types of advances to Study Centre including TA and other advances of RC staff members.
10. Preparation of Budget and Re-appropriation of Budget including prior sanction from headquarters in case of any excess expenditure.
11. Maintenance of Cheque Book, Cash book, Ledger, ECR & other records.
12. Timely deposit of DD to IGNOU account.
13. Audit related work of the section.
14. Any other work assigned by Regional Director.

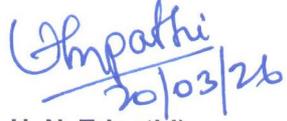
(Under the supervision of Dr. D N Pathak, ARD)

1. IGRAM activities under the supervision of Dr. D N Pathak, ARD
2. Online exam form entry through Samarth Portal.
3. Assignment/Project/practical awards entry in portal
4. Processing of Fresh Admission forms
5. Handling of RC "X" account under supervision of RD.
6. Any other work assigned by Regional Director

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 only.
- 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 Regional Director immediately. Routine Dak/letters to be put to Regional Director 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

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.