

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Varanasi
Gandhi Bhawan, B.H.U. Campus, Varanasi

Office Order : Work Allocation

Consequent upon superannuation of former Regional Director, the revised work allocation is as under:

A. DR. UPENDRA NABH TRIPATHI, REGIONAL DIRECTOR, (I/c)

Overall Supervision of Regional Centre, Varanasi & Gyanvani, including online Academic Portal.

B. DR. SANJAY KUMAR. ASSISTANT REGIONAL DIRECTOR. ARD

1. All matters including monitoring of Counseling schedule, MMR, Assignment, Promotional activities, activation of New Programme, approval of Academic Counselors etc related to Study Centres & Programme Study Centre situated in following districts:
(i) Allahabad (ii) Chandauli (iii) Jaunpur (iv). Partapgarh (v). Mirzapur (vi). Sultanpur, (vii). Sonebhadra (viii) Sant Ravidas Nagar (ix) Azamgarh (x) Ambedkar Nagar.
2. The official shall coordinate with the Coordinator/Programme In-charges of Study/Programme Study Centers established/to be established in the above mentioned districts and will make analysis for, activation of new programmes at existing LSCs, establishment of new LSCs and conduct of awareness/promotional activities about IGNOU programmes.
3. Appointment/renewal of LSC part-time Staff falling under above mentioned Districts **(assisted by PA to RD).**
4. Appointment/renewal of Academic Counselors and proposal for activation of new Programme may be processed by concern ARDs, maintenance of their Data **(assisted by Mr. Anil Kumar Singh, SPA).**
5. **WORK RELATED TO SCHOOL/DIVISION/CHAIR OF:** SOCE, SOH, SOSS, SOEDS, NOCFLG, STRIDE, EMPC, SOCIS, SOHS, SOS, SOET, SOMS.
6. **In addition to above, he will be Incharge/Nodal Officer of followings:**
 - (a) **MONITORING OF STUDENT SUPPORT SERVICE:** Inviting Counseling schedule and MMR from LSC & uploading of them on IGNOU/RC website, after preliminary scrutiny. Preparation & forwarding of its report to Hqrs **(Assisted by Mr. Anil Kumar Singh, SPA).**
 - (b) RC/LSC Library
 - (c) **Convocation** including exhibition & monitoring of the records of the degrees and collection of demand draft from the student and submission to account section
 - (d) **Coordinators Meeting & press conference.**
 - (e) **IGNOU TEE, TEP (Term End Practical Exam) & ENTRANCE EXAM:** Exam Centre identification, and Coordination with Study/Exam Centre & SED, IGNOU Hqrs, Fwd data to SED, Appointment of Observer, verification of Honorarium claims and thereafter forwarding to F&A Division of RC Varanasi for payment (under direction of Regional Director).
 - (f) EOP at Pakhanpur.
 - (g) RC website updation **(Assisted by Mr. Santosh Singh, AE (DP)).**
 - (h) Alumni Data Base
7. **Gyanvani:** Interactive Radio Counseling/ Teleconferencing/ Gyanvani, Organizing meeting of Steering committee of Gyanvani. Preparation of monthly schedule of IRC/ Open Session of Gyanvani.
8. **Rajbhasha:** All type of Hindi reports and organizing HINDI PAKHWARA/ HINDI DIVAS/Workshop/Hindi Implementation Committee Meeting/Quarterly Report to Headquarter.
- 6). Any other work assigned by Regional Director.

C. DR. SHRAVAN KUMAR PANDEY, ASSTT. 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) Ballia (ii) Deoria (iii) Ghazipur (iv) Gorakhpur (v) Kushinagar (vi) Maharajganj (vii) Mau (viii) Sant Kabir Nagar (ix) Varanasi.
2. The official shall coordinate with the Coordinator/Programme In-charges of Study/Programme Study Centers established/to be established in future in the above mentioned districts and will make analysis for, activation of new programmes at existing LSCs, establishment of new LSCs and conduct of awareness/promotional activities about IGNOU programmes.
3. Appointment/renewal of LSC part-time Staff falling under above mentioned Districts (assisted by PA to RD).
4. Appointment/renewal of **Academic Counselors and proposal for activation of new Programme & maintenance of their Data** (assisted by Mr. Anil Kumar Singh, SPA).
5. **Work related to School/Division/Chair of:** SOA, SOL, SOVET, SOID & TDS, SOGDS, SOPVA, SOSW SOTST, SOTHSM, SOJNMS, SOFL.
6. **IN-CHARGE OF ADMISSION:** Overall supervision of ONLINE/offline admission work of Fresh as well as Re-registration including transmission of admission data to SRD weekly basis as per the guidelines issued from Hqrs. & forwarding of scholar list to LSCs. Admission fee reconciliation. Revalidation of Programme fee DDs (if required) & its record.
7. **In addition to above, he will be Incharge/Nodal Officer of followings:**
 - (a) Campus Placement Cell.
 - (b) Innovation Club.
 - (c) Project Viva (All Programmes)
 - (d) All type of orientation Programme/Refresher Programme/Interactive meetings etc
 - (e) May I Help You Counter/Enquiry, I-Gram IGNOU RC Varanasi, Online Support etc.
 - (f) RC Admission Promotion Committee.
 - (g) Unnat Bharat Abhiyan/Swachchhata Abhiyan/Village Adoption and any other Special Drive/initiate of IGNOU.
 - (h) **i - GRAM.**
8. **STUDENT GRIEVANCE HANDLING:** All types.
9. Any other work assigned by Regional Director.

D. APPOINTMENT/RENEWAL OF LSC STAFF (COORDINATOR/PIC & OTHER)

1. The concerned Assistant Regional Director (ARD) shall process the appointment & renewal of LSC Staff (Coordinator/PIC/Asstt/Attendant etc) of the LSCs under their jurisdiction. Along with others, this will include Inviting proposal for appointment/renewal from LSC, Issue of Appointment/renewal Letter, and issue of Stop Payment /Release Order to F & A Division, RC Varanasi also.
2. Mr. Krishn Murari Kumar, PA Gr-II will assist to the concerned Officials and will also maintain the records on the above.

E. SLM Management, (Under supervision of Mr. A. K. Pandey, AR)

- i. Issue/dispatch of SLMs, record management & reply to related queries by **Mr. Anil Kumar Singh, SPA** (assisted by Mr. Manoj Kumar Pandey).
- ii. Admission Data shall be provided by the Admission Section.

F. Mr. AWADHESH KUMAR PANDEY, ASSISTANT REGISTRAR

1. Supervision of all work related to Administration, Finance and Accounts and Legal Matters of Regional Centre, Varanasi and Study Centers falling under its jurisdiction.
2. Will act as Disbursement Officer for all accounts of RC Varanasi (Plan & Non Plan).
3. Will assist to Regional Director in RTI Matters (Act as Asstt. PIO).
4. Preparation of Budget Estimates, Revised Budget Estimates and its Re-appropriation.
5. Supervision of Monthly Statement of Receipt & payment and monitoring of expenditure control.
6. Maintaining personal files and service book of Regional Centre staff.
7. Stores/all types of Purchases as per GFR and as per delegation of financial powers of RD.
8. Scrutiny of claims of R.C Staff, Coordinators and other officials/visiting dignitaries on different occasions with assistance of daily wages staff till posting of regular employee.
9. Stock Verification of Study Centre & Regional Centre.
10. Maintenance of equipment, furniture, fixtures and building including maintenance of garden etc.
11. Advertisement, Printing, Purchase, stores, AMCs including its TDS deduction, deposit and annual return file to Income Tax Department.
12. 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.
13. Gyan Vani Financial Issues.
14. Any other work assigned by Regional Director.

G. MR. KRISHNA MURARI KUMAR, PA -II

1. Secretarial assistance to Regional Director.
2. **IGNOU TEE, TEP & ENTRANCE EXAM:** Exam Centre identification, and Coordination with Study/Exam Centre & SED, IGNOU Hqrts ,Fwd data to SED, Appointment of Observer, verification of Honorarium claims and thereafter forwarding to F&A Division of RC Varanasi for payment (**under supervision of Dr. Sanjay Kumar, ARD** assisted by Mr. Manoj Pandey).
3. **APPOINTMENT/RENEWAL/PAYMENT RELEASE/STAFF OF PART TIME STAFF AT LSC:** Will assist to the concerned Assistant Regional Director and will maintain the relevant records.
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.

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

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

1. Data Base Management of RC Varanasi including data entry and preparation of an exhaustive list of examination forms, re-registration forms, new admissions including confirmation letters, fee receipt etc. and any other information pertaining to these matters.
2. Timely transmission of admission data to headquarters on weekly basis as per the schedule of operation.
3. Timely processing of Term End Examination forms.
4. Online Data Base Management of Academic Counselor Portal (like updation of LSC details and courses etc.) from time to time.
5. Monitoring of Online Fresh Admission/RR/Online Exam process/Data.
6. Issue of Migration Certificate / Duplicate I Card
7. RC Varanasi Website updation & SMS Service Mgmt.
8. Preparation of CRC of Advt.
9. Assessment of printing requirement of stationary pertaining to Admission.
10. Data preparation for IGNOU/web conference.
11. Data Entry of Assignment/Practical Grades.
12. Proper maintenance of Counseling schedule/MMR and its uploading on website.
13. Any other work as assigned by an Official.
(Assisted by Mr. Anupam Kushwaha, D/w)

I. MR. ANIL KUMAR SINGH, SPA.

(Under supervision of Dr. Sanjay Kumar, ARD)

1. Regional Centre, Varanasi Library.
2. Appointment/renewal of Academic Counselors (offline processing including issuance of Empanelment letter and its offline record maintenance) and proposal for activation of new Programme & maintenance of their Data **(Under the supervision of Dr. S. K. Pandey, ARD)**
3. Management of SLMs (receipt/returned): Its dispatch to learners/LSCs
4. Counseling schedule and MMR from LSC & uploading on IGNOU/RC website. Forwarding report to Hqrs
5. Receipt & Issue of Degrees during convocation and in person also.
6. Issue/Dispatch of returned Mark sheet.
7. Any other work assigned by an officer.

J. MR. SHYAM SUNDER, ASSISTANT

(Under the supervision of Dr. S. K. Pandey, ARD)

1. May I Help You counter (assisted by Ms. Pratibha Yadav).
2. Sale of Prospectus and its record maintenance.
3. Any other work assigned by an AR/ARD/RD.

K. MR. PRADEEP KUMAR, ASSISTANT

1. All matters related to Finance and accounts of RC Varanasi and its Study Centres including :
2. Processing of Monthly/Imprest Bill of LSCs, release of Fee Share/maintenance Grant to eligible LSCs.
3. Regional Centre and Study Centre Salary and remittance to IGNOU Hqrs/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 Regional Center staff members.
10. Preparation of Budget and Re-appropriation of Budget including prior sanction from headquarters in case of any excess expenditure.
11. Custodian of Cheque Book, Cash book, Ledger, ECR & other records.
12. Timely deposit of Fee DD & SOF money to IGNOU account.
13. Audit related work of the section.
14. Any other work assigned by AR/RD.

L. MR. BRIJESH KUMAR, ASSISTANT

1. All the establishment matters: Maintaining personal files and service book of Regional Centre staff.
2. Processing of medical bills, T.A. Bills and all types of personal Claim, news paper bills of RC staff.
3. All correspondence with IGNOU Hqrs, & third party.
4. Scrutiny of claims of Coordinators and other officials/visiting dignitaries on different occasions.
5. Maintenance, including AMC & Insurance of all the equipments/Instruments/Furniture & fixtures of RC.
6. Insurance, Fire Fighting arrangement etc.
7. Purchase of Stationary/Store items & its stock entry.
8. Advertisement of admission and all types of printing orders and maintenance of its records.
9. Supervision of Diary & Dispatch Section.
10. Processing of advances & adjustment of RC Officers & Staff.
11. Verifying of Daily Wage Attendance of RC & EOP Centre and Processing for Salary under supervision of Assistant Registrar.
12. Custodian of Imprest Money for RC.
13. Weeding Out
14. Maintenance of Vehicle Log Book.
15. Legal & RTI Matters.
16. RC Varanasi Building & related issues
17. Physical Stock Verification of LSC & RC (under the supervision of AR).
18. Preparation & processing of Tender & Advertisement. Maintenance of Agreement.
19. Any other work assigned by AR/RD

K. 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 AR who will submit the same at 9:40 AM 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 Hqrts 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 supersedes all the earlier Work Allocation Order and 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.