

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Centre Varanasi**  
**Gandhi Bhawan B.H.U Campus Varanasi-221 005**



**INFORMATION PUBLISHED**

**IN**

**PURSUANCE OF SECTION 4(1) (b)**

**OF**

**THE RIGHT TO INFORMATION ACT,**

**2005**

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## 1. *The particulars of its organisation, functions and duties.*

The Indira Gandhi National Open University, the largest mega university in the world, was established by an Act of Parliament in 1985. IGNOU Sub Regional Centre at Varanasi was upgraded as Regional Centre by the decision of 93<sup>rd</sup> Meeting of BOARD OF MANAGEMENT of Indira Gandhi National Open University, held on 07.01.2008. Earlier, Sub Regional Centre was attached to Regional Centre Lucknow. (Sub Regional Centre at Varanasi came into its existence from 1<sup>st</sup> May 2006). The Operational Area of Regional Centre, Varanasi covers the sixteen districts of Eastern Uttar Pradesh: Ambedkar Nagar, Kushi Nagar, Azamgarh, Maharajganj, Ballia, Mau, Chandauli, Mirzapur, Deoria, Sant Kabir Nagar, Gorakhpur, Sonebhadra, Jaunpur and Varanasi.



## ORGANISATIONAL STRUCTURE

The President of India is the Visitor of the University. The Vice Chancellor is the Chief Executive Officer of the University. University has five Pro-Vice Chancellors, who help the Vice-Chancellor in overseeing the functioning of the University.

The Regional Centre has been defined under Section 2(J) of the IGNOU Act as under: "Regional Centre" means a Centre established or maintained by the University for the purpose of coordinating and supervising the work of the Study Centres in any region and for performing such other functions as may be conferred on such Centre by the Board of Management. Further, Under Section 5 (1) (XXII) of the Act, the University is empowered to confer autonomous status to a Regional Centre have been established by IGNOU to coordinate and supervise the work of the Study Centres.

Regional Centre is responsible for promotion of the Open University system; development, maintenance and monitoring of Study Centres and student support services; and organisation of staff development programmes in the region.

The overall functioning of the University is managed by these statutory authorities. The entire Regional Centre is headed by the Regional Director. Further details of the organisational structure are available at link <http://www.ignou.ac.in/>

## FUNCTIONS AND DUTIES

The principal functions of the Regional Centre can be classified under following three heads:

- Academic Activities;
- Administrative Activities;
- Promotional Activities.

These are further elaborated below:

- **Academic Activities**

The Academic Activities of the Regional Centre encompass functions pertaining to admission, evaluation, student records, selection, appointment and orientation of academic Counsellors, research and development of academic programmes wherever entrusted, organisation of academic seminars, meetings and workshops, monitoring of counselling and assignments and conduct of intensive contact programmes and maintenance of library services etc.

- **Administrative Activities**

The Administrative Activities of the Regional Centre include appointment of staff at the Regional and Learner Support Centres, maintenance of service records, purchase and maintenance of furniture and equipment, financial management of the Regional Centre (including the maintenance of accounts and maintenance of the imprest), library records, preparation of budgetary estimates.

- **Promotional Activities**

Promotional Activities include adequate publicity of the Open University system within the region, developing suitable publicity material, identifying journals for publicity, establishing regular contacts with various institutions and voluntary organisations within the region, organisation of public seminar and symposia on Open University system participation in exhibitions and book-fairs, radio, television and press interviews, Regional Director's visits to institutions/organisations, liaison with State Govt. and voluntary organisations etc. These promotional activities can be group-specific (for potential students, prospective employers & IGNOU graduates, academicians etc.), programme-specific and time-specific (during the admission period).

**2. The powers and duties of its officers and employees.**

The Regional Centre is headed by the Regional Director who is overall incharge of activities of the University within the region. The Regional Director, Deputy Director, Asst. Regional Director and the Asst, Registrar exercise the powers assigned to them by the IGNOU Act or those delegated under the Statute, Ordinances or the Financial code of the University and perform such functions as are assigned to them. The staff of the Regional Centre is responsible to the Regional Director and through him to the Director, Regional Services Division. The specific details are available at link <http://www.ignou.ac.in/>

**3. The procedure followed in the decision making process, including channels of supervision and accountability.**

The decisions are made under the provision of IGNOU Act, Statute, ordinances and the Financial Code and Notification/Circulars/Office orders/Guidelines issued by H.Q. from time to time. The Asst. Regional Director has been entrusted with the responsibility of supervising the Academic matters of the Regional Centre. The Asst. Registrar has been entrusted with the responsibility of supervising the financial affairs of the Regional Centre.

All matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decision is implemented with the approval of the Regional Director. The implementation of the decision is made by the hierarchal structure at Regional Centre as indicated below:

**NON-ACADEMIC POSITIONS**

- 1) Junior Assistant cum Typist
- 2) Assistant
- 3) Sr. Assistant
- 4) DEO
- 5) Semi Professional Assistant
- 6) Section Officer
- 7) Assistant Registrar

**ACADEMIC POSITION**

- 1) Assistant Regional Director
- 2) Regional Director

**4. The norms set by it for the discharge of its functions.**

The functions are regulated by the IGNOU Act, Statutes, Ordinances, the Financial Code, delegation of Financial power and the Rules framed by the Regional Director. The Rules, Regulations and by laws framed by the IGNOU H.Q. for Academic and Finance matters are also significant policy framework for the discharge of its functions.

**5. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

- Financial Code
- Delegation of Financial Powers
- Admission Guidelines
- Academic Policies
- Notification/Circulars/Office order issued by the H.Q. from time to time

**6. A statement of the categories of documents that are held by it or under its control.**

- Act, Statutes, Rules and Regulation
- Annual Accounts
- IGNOU Profile
- All records relating to the operations of the Regional Centre

**7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

The Regional Director is the apex decision maker of the office. The employees of the Regional Centre help in the formulation and implementation of the decision taken by the Regional Director.

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

The composition of the authorities of Regional Centre has been briefly described under the heading organizational structure at the serial No. 1 above. Further details are available at website <http://www.ignougujarat.org/>. The meetings of the bodies are open to members and special invitees only. The Minutes of the Board, Council, and Committees are available for reference in the Regional Centre at Varanasi and are also proposed to be put on the website.

**9. A directory of its officers and employees:**

SR.NO.	NAME	DESIGNATION	MOBILE
1.	Dr. Manorama Singh	Regional Director	09450362910
2.	Dr. Reena Kumari	Asstt. Regional Director	09453295155
3.	Sh. Banmali Singh	Asstt. Registrar	09454820184
4.	Sh. Tarachand	Sr. Assistant	08953967047
5.	Mr. Manoj Kumar Sharma	DEO	09616625726
6.	Sh. Provash Chandra Datta	SPA	09453291559
7.	Sh. Anil Kumar Singh	SPA	09336015016
8.	Sh. Shyam Sunder	JAT	09005767683

Official email ID : [rcvaranasi@ignou.ac.in](mailto:rcvaranasi@ignou.ac.in) Phone No: 0542-2368022, 2368622

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. The information is as under:

**Pay Band and Grade Pay**

SI No.	Description	Pay band	Grade Pay
1.	Regional Director	Rs. 37,400 - 67,000	Rs. 9,000
2.	Assistant Regional Director	Rs. 15,600 - 39,100	Rs. 6,000
3.	Assistant Registrar	Rs. 15,600 - 39,100	Rs. 5,400
5.	Sr. Assistant	Rs. 5,200 - 20,200	Rs. 24,00
6.	DEO	Rs. 9,300 - 34,800	Rs. 4,200
7.	Semi Professional Asst.	Rs. 5,200 - 20,200	Rs. 2,800
9.	JAT	Rs. 5,200 - 20,200	Rs. 1,900

Allowances are also admissible to the above positions as prescribed by the University from time to time.

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Sr. No.	Year	Non Plan			Plan		
		Budget Estimate	Revised Estimate	Actual	Budget Estimate	Revised Estimate	Actual
1	2008-09	19606000	15645000	3635838	24060000	18337000	6347509
2	2009-10	18595000	11187000	2365423 (upto July 09)	19037000	15826000	3258288 (upto July 09)
3	2010-11	15560000	-	-	16299000	-	-

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

IGNOU does not operate any subsidy programmes.

13. Particulars of recipients of concessions, permits or authorisations granted by it.

No such scheme is prevalent in the University.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

The information is stored in the related files and documents and steps are being initiated to put it on the website. However, important information about functions and activities being performed is available in electronic form on the IGNOU website: <http://www.ignou.ac.in/> and Regional Centre website: <http://www.ignourcvns.in>

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.**

The University observes five working days a week from Monday-Friday and follows the holiday's pattern of the Govt. of India in the Regional Centres and provision exists for adjustment of some holidays as per the local importance. The working hours of the University are from 09.30 a.m. to 06.00 p.m. the Library's is open to learners registered with IGNOU and the retired employees of IGNOU as well.

All Study Centres established by the University have been provided with relevant course material, reference books, audio-visual aids integrated with the course material to students. The required assistance is provided to the students by the study Centre so as to help them take the maximum benefit of these facilities. The Library and Documentation Division at H.Q. has launched e-books, namely Net Library, providing access to online books in various subjects.

Request for information can also be made with the nearest Regional Director. Regional Centre wise details are given at IGNOU web site at <http://www.ignou.ac.in/> Regional Director will pass on such requests to the H.Qrs. for necessary action.

**16. The names, designations and other particulars of the Public Information Officers and the Appellate authorities**

*In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the University have been designated as the Public Information Officers and the Appellate authorities:*

**Name of the Public Information Officers/Appellate Authorities**

NAME OF PIO	NAME OF APPELLATE AUTHORITIES
<p><b>DR. MANORAMA SINGH</b> Regional Director IGNOU Regional Centre, Gandhi Bhawan B.H.U. Campus Varanasi-221 005 Uttar Pradesh</p>	<p>Director Regional Services Division IGNOU, Maidan Garhi, New Delhi - 110068</p>

**17. Such other information as may be prescribed; and thereafter update these Publications every year.**

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. are available with the Student Registration Division (SRD) and Student Evaluation Division (SED). Important decision effecting students and about IGNOU programmes are also displayed on the IGNOU website: <http://www.ignou.ac.in/> and Regional Centre website : <http://www.ignourcvns.in>



## ANNEXURE-I

The rates of fees payable are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, five days a week with Finance & Account Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi. The amount can also be deposited in cash or paid through demand draft on banker cheque at the Regional Centre drawn at the Headquarters station of that Regional Centre.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi at the following rates:-
  - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:
  - (ii) Actual cost or price for samples or models; and
  - (iii) For inspection of records, no fee for the first hour; and a fees of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.
3. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, five days a week with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi at the following rates:-
  - (i) For information provided in diskette or floppy, if available rupees fifty per diskette or floppy: and For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.