

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bikash Bhawan, 4th Floor, North Block Salt Lake, Kolkata-700091

No.IG/RC-28/PA/2019/

Date: 18/04/2019

Office Order No. – 21(Revised)

Consequent upon transfer of Dr. Manoj Roy V, SO and joining of Shri Ashoke Barua, AR the earlier Office Order No. 6 dated 03/08/2018 regarding the work allocation of Officers and staff members is rearranged as under. This Office Order shall supersede the earlier Office Order No.6 with immediate effect.

SL. No.	Name & Designation	Duties & Responsibilities
1	Dr. Shiva Kumar GN, Regional Director	<ol style="list-style-type: none">1. Overall supervision of academic and administrative activities2. Workshop, Seminar, Orientation Programmes and Coordinators meetings3. Liaison with different Govt. Departments4. Liaison with Schools and Divisions of IGNOU Hqrs
2	Dr. Sujata Dutta Hazarika, Deputy Director	<ol style="list-style-type: none">1. Fresh Appointment & Renewal of term of Academic Counsellors2. Induction meetings and Compilation of Report3. Orientation programme of Academic Counsellors4. Coordinators' meetings and Compilation of Reports5. RC Library6. Promotional Activities7. Convocation8. Village adoption matter9. Monitoring of LSCs10. Monitoring of TEEs11. Activation of New Programmes12. Maintenance of Alumuni database13. Organize Campus Placement Drive14. Activation of new programmes15. Website updation16. Preparation and Compilation of MMR17. Any other work assigned by the Regional Director

		<i>Supporting Staff: Sh. P Dutta</i>
3	Dr. Biswajit Bhowmik, Deputy Director	<ol style="list-style-type: none"> 1. All activities related to Term-End Exam. (Theory, Practical, Project) 2. Project & Viva-Voce of all programmes 3. Entrance Tests 4. Appointment of Observers 5. Monitoring of Assignment Evaluation 6. Coordination with LSCs and Monitoring of TMA data entry 7. Student Grievances related to TEEs, assignment, project, practical, viva voce and all related matters 8. Monitoring of LSCs and TEEs 9. Establishment of new LSCs 10. Redressal of student grievances i-Gram- Assignment, practical, TEE 11. Gyan Vani, Gyan Darshan (Academic Matters) 12. Coordination with Convergence Centres. 13. Any other work assigned by the Regional Director <p><i>Supporting Staff: Sh. SP Das, Sh P Kumar</i></p>
4	Dr. Ajay Kumar Behera, Assistant Regional Director	<ol style="list-style-type: none"> 1. All admission related matters 2. Approval & Monitoring of Academic Counseling schedule 3. Coordinating with LSCs for academic counseling schedule, compilation & uploading in website 4. Promotional activities 5. Admission fee reconciliation statement both offline and online. 6. Student Grievances (Admission related matters) 7. Redressal of student queries through i-GRAM- Admission related matters 8. Establishment of new Learner Support Centres (LSCs) 9. Activation of New Programmes 10. Extended Contact Programme (ECP) for PGDHE & PGDSLML 11. Monitoring of LSCs

		<p>12. Monitoring of Term End Examination (TEEs)</p> <p>13. Issue of Certificates, marksheets and provisional certificates</p> <p>14. Any other work assigned by the Regional Director</p> <p><i>Supporting Staff: Supporting Staff: Sh U Layek, Sh. G Kumar ,Sh. P Kumar, Sh. P Dutta, , Sh. D Maity,</i></p>
5	Sh. Ashoke Barua, Assistant Registrar	<ol style="list-style-type: none"> 1. Acting as DDO 2. General Administration 3. Preparation of Budget, Monthly Expenditure statement (Plan, Non-Plan, Fees and SOF) 4. Bank reconciliation statement and maintenance of accounts (Plan, Non-plan, Fees and SOF) 5. Arrangement of vehicles for the RC and processing of bills 6. Salary/Remuneration of RC/SC and Pay Bill Register 7. All matters related to Income Tax/TDS 8. Monitoring, Collection and Deposit of fees and other receipts. 9. Maintenance of Cash Book and Bank Pass Book 10. Maintenance and Expenditure Control Register (Plan/Non-Plan) and Monitoring of Expenditure of RC/SC. 11. Gyan Vani & Gyan Darshan (Administration & Finance) 12. Convocation related work 13. Passing of all LSC Imprest Bills/Share money etc and Monitoring of LSC Expenditure Bills 14. Maintenance of Service Books, Personal Files and Leave records of all academic/ non academic staff 15. Personal claims like TA, DA, LTC, Medical, Honorarium, OT Conveyance, etc 16. Printing and Publication of stationery and purchases 17. All Advertisement/Publicity matters

		<ol style="list-style-type: none"> 18. Fee reimbursement/Scholarships 19. Inviting tender / quotation / coordinating purchase committee meeting related work 20. Assets of IGNOU at RC/LSC furniture/equipment/Stores, Purchase Tendering/Quotation related work, its Physical Stock, Verification Report, AMC etc 21. Appointment of DW /Contractual Staff, hiring/outsourcing of Security and Man Power 22. IGNOU staff quarters, Assets & RC building maintenance 23. Melt Van maintenance 24. Processing of bills / Electricity / Telephone-EPABX-Fax / AMC / Photocopier / Water / statutory payments / Insurance Claims / MeLT Van / Fire Extinguisher etc 25. Sale of Prospectus and maintaining its account 26. Fire/Safety/First Aid arrangements at RC etc 27. Any other work assigned by the Regional Director . <p style="text-align: center;"><i>Supporting Staff: Sh. R.Bose, Sh. N Das, Sh. P Mazumdar, Sh. P Dutta, Sh. DMaity, P C Dutta, S P Das.</i></p>
6	Sh. Uttam Layek, Executive (Data Processing) E (DP)	<ol style="list-style-type: none"> 1. Data Entry of Admission/ Registration /Examination /DDs/Assignments (BDP-BA, BCOM, BSW etc.) 2. Transfer of all data to the respective Divisions of HQs on time 3. Uploading Counselling Schedule in the website 4. Maintenance and updation on RC website, content preparation etc. 5. Maintenance of computers, repairs, Internet , Computer Lab, WH, LAN and LSCs and processing of maintenance of computer bills * 6. TEE related activities 7. Change of RC/SC/SSC/PSC/Name/ Address/NOC and related activities 8. Handling queries of the students pertaining to admission / re-registration and grievances 9. Change of Name/Surname after completion of the programme

		<p>10. Correction of name & address, Change of programme & Courses.</p> <p>11. Generation and finalization of scholar register of LSCs.</p> <p>12. Any other work assigned by RD/ DD/ ARD/AR <i>Note: Reporting Officer: DD(B)/ ARD</i></p>
7	Sh. Ratan Bose, Executive Assistant	<p>1. Preparation of Budget, Monthly Expenditure of Accounts (Plan, Non-Plan, Fees and SOF)</p> <p>2. Bank reconciliation statement and maintenance of accounts (Plan, Non-plan, Fees and SOF)</p> <p>3. Salary/Remuneration of RC/SC and Pay Bill Register.</p> <p>4. All matters related to Income Tax/TDS</p> <p>5. Monitoring, Collection and Deposit of fees and other receipts.</p> <p>6. Maintenance of Cash Books and Bank Pass Books</p> <p>7. Maintenance and Expenditure Control Register (Plan/Non-Plan) and Monitoring of Expenditure of RC/LSCs/Warehouse</p> <p>8. Data entry of Assignment Marks/Grades</p> <p>9. All personal claims like T A, DA, LTC, Medical, Honorarium, OT, Local Conveyance, etc and maintaining its registers</p> <p>10. Cashier, handing cash, writing cash books on day to day basis.</p> <p>11. Contract for DW / Security Staff /Safaiwala and processing bills.</p> <p>12. Maintenance of all finance related registers like PBR, Telephone, Fax, Newspaper, Electricity, Cheque Issue, RC Imprest</p> <p>13. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer Sh. Ashoke Barua, AR</i></p>
8	Sh. Debashis Maity, Executive Assistant	<p>1. Assets of IGNOU at RC, furniture/equipment/Stores, Purchase Tendering/Quotation related work, its Physical Stock, Store, Stock at RC/SC, purchases under Plan and Non- plan heads of RC.</p> <p>2. Repairing of Furniture and Equipment and removal of obsolete materials</p>

		<ol style="list-style-type: none"> 3. Purchases, maintenance of stores and Stock verification at RC/SC. 4. Processing of payment towards drinking water supply at RC and AMC activities. 5. Making arrangements for conducting Meetings, Seminars, Convocation, etc and Convocation related activities 6. Data entry of Assignment Marks/Grades . 7. MeLT Van maintenance. 8. Stock/ distribution of study materials activities , sending requisition of SLMs in advance, status of receipt of SLM from MPDD, maintenance of proper stock of SLM received from MPDD and coordination with LSCs for stock taking. 9. Maintenance, stock and distribution of degree certificates. 10. Inviting tender / quotation / coordinating purchase committee meeting related work 11. Processing Academic Counseling schedule 12. Coordinating with LSC for academic counseling schedule and compilation. 13. Processing recoupment bills of BSC Practicals, BSC(N). MSCDFSM, MSCDFT and all Special Study Centres 14. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer (s)-RD/ ARD/AR</i>
9	Sh. Sakti Pada Das, Executive Assistant	<ol style="list-style-type: none"> 1. Assignment data Marks/Grade entry in Online Portal ARSMS. 2. Practicals/ Projects Marks/Grade entry in Online Portal ARSMS 3. Timely submission of assignment grades to the SED 4. Student support in non-updation of assignment marks and certificate related matters 5. Assignment evaluation for external /other RCs/ SCs 6. Processing of LSC recoupment bills- 2800,2802,2804,2809,2813,2816, ,2836,2841,2843,2848,2854,2863, 2873,2880,2886,28104, 28141, 28142,28146,28147,28150, 28159

		<p>7. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer -Dr. Biswajit Bhowmik,DD/ AR</i></p>
10	<p>Sh. Pritesh Kumar, Asstt. Executive (Data Processing) AE (DP)</p>	<p>13. Data Entry of Admission/ Registration /Examination/ Assignments (Certificates, PG Certificates, Diploma, PG Diploma, BCA,BTS, Masters etc.) / Practical/Project /DDs, etc</p> <p>14. Change of Medium, programme, electives</p> <p>15. Transfer of all data to the respective Divisions of HQs on time</p> <p>16. Error check, rectification and follow-up</p> <p>17. i-GRAM & PG Portal (in absence of DP)</p> <p>18. Arrangement for webcasting</p> <p>19. Purchase of bulk SMS service/Netcare, its maintenance and record of bulk sms in the register, Sending SMS to learners regarding all matters.</p> <p>20. Convocation related activities</p> <p>21. Change of RC/SC</p> <p>22. Change of Name/Surname after completion of the programme</p> <p>23. Correction of name & address, Change of programme & Courses.</p> <p>24. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer (s)-ARD/DD</i></p>
11	<p>Sh. Provash Chandra Dutta, Semi Prof Assistant</p>	<p>1. All activities pertaining to RC Library.</p> <p>2. Maintenance of residential flats of Baishnabghata, Patuli</p> <p>3. Preparation of CRC & Printing of stationery/Promotional materials/Advertisements/Publicity etc.</p> <p>4. Maintenance of computers, printers, UPS and other accessories of RC, WH and LSCs in the absence of Shri Uttam Layek</p> <p>5. All Legal matters & RTI related matters</p>

		<p>6. Gyan Vani and Gyan Darshan related work</p> <p>7. Attending to and answering all learner support related RTI applications (Offline and Online)</p> <p>8. All Advertisement/Publicity matters</p> <p>Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer (s)-ARD/DD</i></p>
12	Sh. Nirmal Das, Assistant	<p>1. He will handle entire work related postal activities: Dak-Receipt and Despatch.</p> <p>2. He will maintain the record of letters marked to respective officers and staff members.</p> <p>3. He will distribute letters marked to officers and staff members and will maintain its record.</p> <p>4. Housekeeping/Cleanliness and maintenance of RC office</p> <p>5. Any other work assigned by RD/DD/ARD/AR. <i>Note: Reporting Officer AR.</i></p>
13	Sh. Prasenjeet Mazumdar, Assistant	<p>1. Maintenance of personal files, Service Book entries/update of Academic/Non academic staff</p> <p>2. All Establishment & Personal matters of Staff and officers at RC</p> <p>3. Fee reimbursement and scholarship</p> <p>4. Processing of LSC recoupment bills- 2801,2803,2807,2810,2814,2817, 2842,2851,2855, 2869, 2876,2882,2887, 2896,28112,28139,28140,28143, 28144, 28145,28149,28151, 28152,28153,28154,28155,28156,28157,28158</p> <p>5. Processing of bills of Transporter/Vehicles etc</p> <p>6. Data entry of Assignment Marks/Grades</p> <p>7. Gyan Vani & Gyan Darshan (administrative & finance)</p> <p>8. Leave records of non academic employees.</p> <p>9. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer Sh. Ashoke Barua, AR</i></p>

14	Sh. Gaurav Kumar, Junior Assistant cum Typist	<ol style="list-style-type: none"> 1. Admission related work 2. Attending to student grievances (Admission related matters) & queries from prospective learners 3. Admission Fee reconciliation Statement 4. Promotional activities 5. Correction of name after Certification 6. Information pertaining to Web conferencing 7. Redressal of student queries through i-GRAM 8. Establishment of new Learner Support Centres (LSCs) 9. Activation of New Programmes 10. Extended Contact Programme (ECP) for PGDHE & PGDSLM 11. Practical Permission of all concerned programmes 12. Data entry of Assignment Marks/Grades 13. Any other work assigned by RD/DD/ARD/AR <i>Note: Reporting Officer Dr. Ajay Kr. Behera, ARD</i>
15	Sh. Muchiram Adhikary, Multi Tasking Staff	<ol style="list-style-type: none"> 1. Complete File Movement at RC 2. Filling and binding in all sections of the RC 3. Orderly arranging of Administrative/Financial/Admission related files/Registers in respective racks/almirahs 4. Attending to calls of all officials of the RC 5. Photocopying and Maintenance of Photocopy Register 6. Will assist Debashish Maity, EA in handling store. 7. Will attend calling bell of the Officers. 8. Any other work assigned by the staff 9. Any other work assigned by RD/DD/ARD/AR

Dr. Shiva Kumar GN
Regional Director

Distribution to : All Officers and Staff Members, IGNOU RC Kolkata

N.B: In case officers/ staff members work allocation has changed, hand over take over of files must be positively carried out under information to Regional Director.