

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, KORAPUT(44), ODISHA

Dr. B.Rajagopal
Regional Director

IG/KRP/OO/WD/2017/ 15685
Date: 31.08.2017

OFFICE ORDER

Consequent upon the joining of Dr. B.Rajagopal, Regional Director in this Regional Centre the work allocation among the Academics and staff of the Regional Centre is as follows. This order comes into effect from 31st August, 2017.

ACADEMIC STAFF

Dr. Latika Mishra

1. Admission & Re-Registration, Conducting Entrance Test (for BED/OPENMAT) and BED counseling (Processing online application forms)
2. Issuance of I-Cards
3. Activation of Programmes at existing Study Centres
4. Preparation of materials for organization of Promotional Activities and Web-conferences
5. Monitoring and supervision of student support services at Regional Centre/LSCs
6. Advertisement for fresh admissions/Entrance Examinations (BEEd/OPENMAT/PhD etc)
7. Collaboration with external agencies like UNICEF, DFID, Govt of Odisha
8. Processing requests of Change of Region/SC /Name/Medium/Elective/Programme
9. Public relations, Media and press
10. Assisting the RD in RTI and Legal Matters
11. Preparation of Bonafide Certificates/Migration Certificates/Course Completion Certificates etc
12. Supervising the beautification of RC Campus
13. Any other work assigned by Regional Director from time to time

Miss Banasmita Samal JAT(DW staff) will assist official in the above work.

Sh. Madhaba Kumar Bisoyi, ARD

1. Term End Examinations (Theory and Practical)
2. Assistance to RD in preparation of observers/Flying squad list for TEE and compilation of observers report
3. Monitoring assignment and evaluation
4. Establishment of new Learner Support Centres (Regular, Special and Programme Study Centres)
5. Monitoring, design and development of Regional need based programmes
6. Monitoring the Evaluation of Project Reports of BCA, MCA, MA Education, PGDEMA and other programmes and Conducting the Viva Voce wherever applicable
7. Monthly monitoring reports and related activities
8. Convocation

9. Student queries and grievances
10. Monitoring of Dairy and Dispatch of RC
11. Any other work assigned by Regional Director from time to time

Sh. Pravas Kumar Sahu JAT(DW staff) will assist official in all the above work

Dr. Banshidhar Barik

1. Appointment and renewal of services of academic counsellors for all programmes including maintenance of database
2. Appointment and record keeping of appointment and renewal of study centre functionaries
3. Preparation of schedule for academic audit and financial audit of the Study Centres in consultation with the academics and Section Officer
4. Organisation of academic meetings/events like Convocations, Coordinators Meet, Orientation of Academic Counsellors and Induction Meetings
5. Preparing schedule and monitoring Induction Meeting in consultation with SC
6. Monitoring of libraries at RC and LSCs
7. Post-Matric Scholarship/Fee Reimbursement of ST/SC students and Scholarship for differently-abled students
8. Monitoring of Materials Distribution Division
9. Any other work assigned by Regional Director from time to time

Sh. Simadri Majhi JAT(DW staff) will assist Official in the above work

ADMINISTRATIVE STAFF

Sh. C.A. Narasimham, Section Officer

1. All Finance and Accounts related work
2. Drawing and disbursing the amounts after Proposals/bills processed are approved by the Regional Director.
3. Preparing the Annual Budget
4. Procurement and maintenance of furniture and equipment of Regional centre, MDD and all Study centres
5. Release of advances/imprest/PSG to the study centres
6. Handling of contingent bills and adjustment bills of study centre and regional centre
7. Preparation of monthly/annual statement of accounts of RC
8. Maintenance and reconciliation of accounts in respect of sale proceeds of Prospectus
9. Monitoring /Stock verification of RC/MDD/LSCs and maintenance of stock registers
10. Processing applications for Loans and advances to RC staff
11. Processing of applications for LTC, Medical reimbursement and reimbursement of educational allowance
12. Processing the TA/DA bills of RC and LSCs
13. Monitoring and maintenance of attendance/leave records/service books of RC staff(both regular and daily wages)

14. Printing of promotional literature, forms and other stationery as per the requirement of the RC/LSCs
15. Accounts related activities such as processing of bills, book-keeping, maintenance of cash books and ledgers on daily basis
16. Sale of student handbook and prospectus at RC/LSC and maintenance of records thereof and reconciliation
17. Ensuring timely recoveries/remittances to Hqrs and remittance to Income Tax
18. Maintenance of Balance Sheet of daily income and expenditure
19. Supervision of Reception Activities
20. Any other work assigned by the Regional Director from time to time

Sh. Gouri Nayak JAT(DW staff) & Suryakanta Choudhury JAT(DW staff) will assist official in the above work

Sh. T.C.S. Rao, Executive Asst.

1. Maintenance of the records of the dairy and dispatch section
2. Receipt of student fees and deposit in the Bank and drawl of DD for dispatch to Headquarters
3. Repairs and maintenance of equipment of RC and MDD
4. Procurement of Stationery and monitoring Stores of RC
5. Book-keeping and maintenance of fees records/fees accounts and sale of prospectus account
6. Maintenance of records of General Stores and Issue of Stationery to Staff
7. Assisting SO in handling of cash, cash withdrawal from Bank and deposits
8. Physical up keeping of RC and MDD
9. Any other work assigned by Regional Director from time to time

Sh. Gadadhar Nayak, AE (DP)

1. Data entry work related to admissions/Assignments
2. Updating of student records – incoming and outgoing on weekly basis
3. Preparation and maintenance of databases of admissions
4. Remittance of admissions data to study centres
5. Maintenance of database of assignment awards. Entry of grades/awards of assignments
6. Assisting the official in charge of Material Distribution Division in the preparation of the data of the stock of SIM at the RC Warehouse
7. Preparation of duplicate Hall Tickets for TE Examination and Entrance Tests
8. Maintenance of records related to EDUSAT and computer peripherals
9. Maintenance and updation of RC Website
10. Any other work assigned by the Regional Director from time to time

Sh. Chittaranjan Gejo, JAT

1. Secretarial support to the Regional Director
2. Maintenance of all files of RD's office

3. Preparation of Monthly reports of RC
4. Fixing appointments of visitors
5. Coordination of meetings, engagement and appointments of RD
6. Maintenance of Notice Board and records of news clippings
7. Receiving phone calls of RD and receiving guests
8. Activities pertaining to National Language (Hindi)
9. Making arrangements for the RD's visit to other places, Preparation of visit reports and maintenance of the records.
10. Any other work assigned by the RD from time to time.

Sh. S.K. Beura, SPA

1. Maintenance of the records at the Regional Centre library
2. Facilitating the use of library by the IGNOU learners and visitors
3. Preparing the list of books to be purchased for the library
4. Preparing plans for maximizing the use of the library by the visitors
5. Monitoring of Study Centre libraries
6. Taking initiatives for updating the library and making it people friendly and useful
7. Assisting the academics in the organization of promotional meetings
8. Assisting SO in processing the bills of RC/LSCs
9. Assisting the SO if required on the matter of Reconciliation of accounts of RC (Grants/Fee/SoF), Maintenance of expenditure control register.
10. Any other work assigned by Regional Director from time to time

Regional Director is the overall incharge of this Regional Centre, and will supervise and monitor the activities of academics and other staff members

Note:

- All correspondence with the Headquarters and other Regional Centres will be signed by the Regional Director only.
- Correspondence related to routine matters to the SC/SSC/PSC and other persons will be made by ARD with the knowledge/information/concurrence of the Regional Director
- This order supersedes the earlier order

REGIONAL DIRECTOR

31/8/17

Copy to: All members of the staff at the Regional Centre, Koraput

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KORAPUT**

IG/RC/KRP-44/F&A/OO/2018/18089
Dt.11.05.2018

Office Order

In partial modification to the Office Order issued under reference letter no. IG/KRP/OO/WD/2017/15685, dt. 31.08.2017 the work distribution in respect of Sh. Mohd. Shariëff, Section Officer, who has posted/joined at Regional Centre, Koraput on 07.05.2018 is allôcated as below:

1. Preparing the annual budget of Regional Centre, Koraput
2. Procurement and maintenance of furniture and equipment for Regional Centre and LSCs.
3. Preparation of quarterly and annual statement of accounts of Regional Centre.
4. Processing of applications for loans and advances of RC staff.
5. Reconciliation of accounts of sale proceeds of prospectus.
6. Monitoring and verification of stock registers of RC, LSCs and MPDD.
7. Monitoring and maintenance of staff attendance, leave records and service books of RC staff.
8. Any other work assigned by the Regional Director from time to time.
9. Procurement and maintenance of UPS systems etc.

Sh. Gouri shankar Nayak and Suryakanta Choudhury, JATs(DW staff) will assist the official in typing and preparing the required statements/letters/registers and records etc.

Except the above modifications, no changes in the work allocation among the other staff of Regional Centre, Koraput as per the earlier Office Order, dated 31.08.2018.

(Dr.B. Rajagopal)
Regional Director

11/5/18

To

Sh. Mohd. Shariëff, Section Officer, Regional Centre, Koraput.
Sh. C.A. Narasimham, Section Officer, Regional Centre, Koraput

Copy to:

All the staff members, Regional Centre, Koraput

क्षेत्रीय निर्देशक
REGIONAL DIRECTOR
इन्दिरा क्षेत्रीय केन्द्र
IGNOU REGIONAL CENTRE
कोरपुट - 764 020, ओडिशा
KORAPUT - 764 020, ODISHA