

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Bhopal

F.No.: IG/RC-15/Office Order/2018/
Date: 28.06.2018

OFFICE ORDER NO. 02 /2018

Consequent upon the joining of Mr. Anshuman Upadhyaya, Assistant Regional Director, the office order has been changed with immediate effect.

1. Ms. KUMUD VERMA, ASSISTANT REGIONAL DIRECTOR : (ARD-K)

- All matters related to Study Centres and Programme Study Centre situated in the districts: Bhopal, Hoshangabad, Raisen, Sehore, Vidisha, Districts. (5 Districts)
- Monitoring of Counseling Session, Induction Meeting and publicities/awareness camps and any other method of populization of open and distance learning (ODL) pertaining to SC/PSC falling under the jurisdiction of above mentioned districts.
- Supervision of IGNOU Regular Model Study centre (1500) established at Regional Centre. Monitoring of Counselling, Assignment, Scheduling of Counselling. Overall supervision of centre.
- Supervision of all type of Project MCA/BCA/MAPC/MSW/MED etc. or any other & Practical Examinations of BCA/MCA/BLIS/PGDLAN/PGCGI including engaging of Approved Project evaluators with the approval of RD.
- Conduct of ECP of PGDHE & PGDSLML etc.
- Monitoring of assignments of various study centres, supervision of online data entry of assignment and transmission of assignment data.
- Appointment of Coordinators/PICs /Counsellors of part time staff at the learner support centres & their renewal on early basis.
- Library related matters.
- She will be custodian of relevant/related records of above matters.
- Research work at the Regional Centre in coordination with other Academics of Regional Centres.
- Any other work assigned by Regional Director.

2. Mr. ANSHUMAN UPADHYAYA, ASSISTANT REGIONAL DIRECTOR : (ARD-U)

- All matters related to Study Centres and Programme Study Centre situated in the districts: Betul, Harda, Agarmalwa, Khandwa, Ujjain, Ashok Nagar, Bhind, Datia, Neemuch and Rajgarh Districts. (10 Districts)
- Monitoring of Counseling Session, Induction Meeting and publicities/awareness camps and any other method of populization of open and distance learning (ODL) pertaining to SC/PSC falling under the jurisdiction of above mentioned districts.
- All matters related to Examination and Entrance Examination activities like - Monitoring of Data Entry of Examination forms and submission of examination fees to the Account Section on day to day basis
- Negotiation with the Deputy Commissioner Kendriya Vidhalaya Sangathan Bhopal for the establishment of the Examination Centres at various Kendriya Vidhyalayas.
- Appointment of observers for all Examination/Entrance Examination centres, under guidance of Regional Director.
- Interactive Radio Counselling/Teleconferencing/Gyanvani, Organizing meeting of Steering committee of Gyanvani.
- Swachh Bharat Summer Internship/Setup of Innovation Club at Regional Centre and any other new Innovation from Headquarters.
- Organizing the Convocation with the help of Academics and Non-Academic staff at Regional Centre. Supervision of dispatch of Degrees by Post / by Hand during and after the Convocation.
- Monitoring of Convocation and Exhibition activities including finalization of venue, Guest of Honor etc. for the convocation.
- Supervision of Student Support Cell at Regional Centre/Study Centres

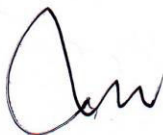
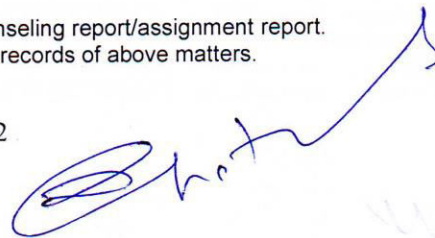
- Supervision of all Administrative matters including Security Agency, Manpower Agency. All administrative files should be routed through ARD(U).
- All types of Legal Cases RTI cases and keep a proper records of each Legal Case and preparation of reply with the help of the Regional Centre Lawyer and after taking the approval.
- All matters of Publicity, Promotional Activities, Press Coverage and Public Relations.
- Any other work assigned by Regional Director.

3. DR. S. R. NAYAK, ASSISTANT REGIONAL DIRECTOR: (ARD-N)

- All matters related to Study Centres and Programme Study Centre situated in the districts: Alirajpur, Barwani, Burhanpur, Dhar, Indore, Jhabua, Khargone, Mandsaur, Ratlam, Shivpuri. (10 Districts)
- Establishment of all type of Study Centre, Activation of New programmes at Existing Study Centres.
- Monitoring of Counseling Session, Induction Meeting, publicities/awareness camps and any other method of populization of open and distance learning (ODL) pertaining to SC/PSC falling under the jurisdiction of above mentioned districts.
- Supervision of IGNOU Programme Study centres established for BPCCHN Programme. Monitoring of Counselling, Assignment, Scheduling of Counselling. Overall supervision of centre and negotiation with the Programme In-charges.
- Issuance of Admission Advt. in coordination with RD.
- Monitoring of all types of changes in Learner database (like address change, RC Change, LSC change, Name correction etc.) and Migration Certificate, Bonafide Certificate, NOC etc.).
- Supervision of distribution of Study Material to the Fresh and Re-registration Students. Negotiation with MPDD and other Regional Centres.
- Organizing all types of meetings such as Coordinators meeting, Orientation programme.
- He will be custodian of relevant/related records of above matters.
- Organizing national seminar workshop and Training programme at Regional Centre.
- Duties of the Joint Signatories in all Regional Centre Accounts. All files related to Finance and Accounts should be routed through Dr. S.R.Nayak, Assistant Regional Director, to the Regional Director.
- Refund of all types of the Fees, DELED/SC-ST etc after the verification from Admission Section ARD(G).
- All type of Hindi reports and organizing of HINDI PAKHWARA & organizing HINDI DIWAS.
- Any other work assigned by Regional Director.

4. DR. SMRITI GARGAVA, ASSISTANT REGIONAL DIRECTOR: (ARD-G)

- All matters related to Study Centres and Programme Study Centre situated in the districts: Dewas, Guna, Gwalior, Morena, Shajapur, Sheopur. (6 Districts)
- Monitoring of counseling session, induction meeting, publicities/awareness camps and any other method of populization of open and distance learning (ODL) pertaining to SC/PSC falling under the jurisdiction of above mentioned districts.
- Overall supervision of admission work including ONLINE/OFFLINE including Entrance Based programmes such as MP, BED, BSCN and BPCCHN, scrutiny of Application Forms, Admission data entry, transmission of admission data to SRD on weekly basis as per the guidelines issued from Hqrs.
- Monitoring of admissions to all programmes including admission work for B.Ed. Diploma Programmes and Certificate Programmes etc.
- All types of learner grievances including Issue of Duplicate I-Card.
- All the cases related with AISECT and Rajya Shiksha Kendra (RSK).
- Maintenance of Study Centre & Regional Centre directory on weekly basis.
- Updation of Regional Centre website from time to time.
- Monthly Monitoring Report (MMR)-Coordination with SC & ensuring timely online entry (by 10th of every month)
- All types of report including monthly counseling report/assignment report.
- She will be custodian of relevant/related records of above matters.

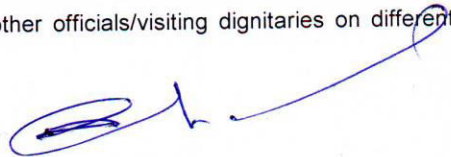
- Dealing with Common Service Centres (CSCs) as per the directions/guidelines of HQrs and Regional Director.
- Any other work assigned by Regional Director.

5. MR. CHANDRA PRAKASH MURSENIA, SECTION OFFICER: (SO-1)

- All matter related to Administration and Establishment.
- **Management of Warehouse Inventory** including, timely forwarding of requisition to MPDD and supply of study material to LSCs and Student under the supervision of ARD(N).
- Distribution of Study Material to local students from Regional Centre under the supervision of ARD(N).
- Keeping the records of distribution of Study Material (by Regional Centre, Study Centre & by Post) to all students from Regional Warehouse.
- **Maintaining Personal files** and Service book of Regional Centre staff under the supervision of ARD(U). Establishment and personal matters of RC & SC's and maintenance of Personal. file & Service Book. Annual service verification of personal file.
- Maintaining records of all types of the Stores under the supervision of ARD(U).
- Advertisement of Admission and all types of printing.
- All types of **Legal Cases RTI cases** and keep a proper records of each Legal Case and preparation of reply with the help of the Regional Centre Lawyer and after taking the approval under the supervision of ARD(U).
- Identification of Security Agency, Man Power supply Agency, under the supervision of ARD(U).
- Maintenance of equipment, furniture, fixtures and building including maintenance of garden etc.
- Advertisement, Printing, Purchase, stores, AMCs under the supervision of ARD(U).
- Monitoring of Convocation and Exhibition activities including finalization of venue, Guest of Honor etc. for the convocation. Supervision of supply of degrees under the supervision of ARD(U).
- Timely dispatch of Degree to Student by Hand / by Post during and after the Convocation.
- **Establishment of Gyanvani Studio** at Newly constructed building at Bhopal and liaison with All India Radio/Gyanvani station at Bhopal and Indore and provide all necessary arrangements for the proper functioning of Gyanvani Bhopal and Indore.
- Transport Arrangement.
- Fax/Xerox/Parcel/Courier etc. and its verification.
- **Weeding out process of old study material**/project reports/student handbook & prospectus
- To assist in Purchase Committee/Tender.
- Any other work assigned by Regional Director.

6. MR. AJIT KUMAR SINGH, SECTION OFFICER: (SO-2)

- Processing of Bills of Regional Centre and Study Centers
- All work related to finance and accounts of Regional Centre and Study Centers including fee, sale of forms account and processing of all bills under the supervision of ARD(N).
- Preparation of Budget and Re-appropriation of Budget including prior sanction from headquarters in case of any excess expenditure.
- All types of Purchases as per GFR-2005 and as per delegation of financial powers of RD.
- Local purchase (stationary, printing works etc.)
- Supervision of Monthly Statement of Receipt & Expenditure.
- Processing of all types of Study Centers Bills/advances, maintaining its receipts and payments records (DD No., Date & Amount etc.) and sending reply to the SCs queries related to bills, salary and advances.
- Supervision of Sale of forms at Sale Counter.
- All type of scholarship cases/Fee refund including SC, ST , OBC, DIET cases under the supervision of ARD(N).
- Supervision of timely remittances of Student Admission Fees/ Exam fee Proceeds of Sale of Forms/keeping proper records of Sale of Forms of Regional Centre/Study Centre.
- Receipt of programme wise DDs from admission section & examination centres and keeping its record.
- Checking of Cash Book & Cheque Book.
- Scrutiny of claims of R.C Staff, Coordinators and other officials/visiting dignitaries on different occasions with assistance of staff posted

- Tax deduction at source and issue of Forms 16 and 16-A as per Income Tax norms.
- Bank Reconciliation of all types of Accounts, Plan/Non-Plan and Fees Account, and audit related work of the section.
- Release of all types of advances and honorarium/salary to Study Centers
- Cash Book & Ledger maintenance.
- Processing Salary of Regional Centre/Study Centre Staff and Contractual staff, and timely distribution.
- Preparation of Monthly Expenditure Statement & its reconciliation with Bank (Plan & Non-Plan)
- Stock Verification of Study Centre & Regional Centre and sending of its reports of H.Q. under supervision of Regional Director latest by 15th of April every year.
- To work as a cashier and handling of RC imprest.
- Keep proper custody of Cheque Books & Cash.
- Processing of Bills of Man Power Agency, Security Agency, RC Rent, Advt. Agency.
- Bill Processing, TA/DA Bills payment,
- Proper record maintenance of Bills/Vouchers and other important documents.
- Deposit cash in bank towards sale of form on daily basis and its proper record maintenance.
- Timely deposit of TDS issuance of Form-16 & 16A, as per Income Tax norms.
- Advertisement, Printing, Purchase, stores, AMCs including its TDS deduction, deposit and annual return file to Income Tax Department
- Any other work as assigned by Regional Director/Assistant Registrar/DDO.
- He will be custodian of relevant/related records of above matters.
- Any work assigned by RD/DDO.

7. MR. SHREEKANT HULDE, EXECUTIVE [DP]: (EDP)

- Data Entry of all type of admission/ Re-registration application form under the Supervision of concerned ARD.
- Timely processing & transmission of admission data to headquarters on weekly basis as per the schedule of operation under the supervision of ARD.
- Updation or all type of changes in database.
- Timely processing/data entry of Assignment & Practical Grades and its Online updation (under supervision of Dr. Kumud Verma, ARD).
- Maintaining records of Admission, Assignments, Grades, and Practical Grades properly and keeping the soft copy in Hard Disk for future reference. Custodian of all type of Admission, Assignments and Examination and Convocation related data of the Regional Centre.
- 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. And,
- Supervision of all types of maintenance of Computer/UPS/ACs./Fax machines (Coordination with **Mr. Chandra Prakash Mursenia, Section officer**).
- Updating of Regional Centre website from time to time in coordination with Dr. S. R. Nayak, ARD & RD.
- All matters related to computer job of Regional Centre
- Any other work assigned by an officer.

7. MR. MUKESH PATEL, ASSISTANT EXECUTIVE DATA PROCESSING (AEDP):

Attached at Regional Evaluation centre Bhopal

8. MR. BATESHWAR SINGH YADAV, ASSISTANT EXECUTIVE DATA PROCESSING (AEDP):

- Timely Data Entry as per the schedule of SRD/SED to all type of admission application forms/ Re-registration Examination forms under the supervision of Mr. Shreekant Hulde EDP
- Online/Offline change of address, correction in name, change of credit & Medium. Uploading Admission & Re-Registration data.
- Examination related activities, such as Issue of Provisional Hall Tickets, Timely Generation of Observers' Letter with complete set, Issue of Hall Tickets for Term End Practical Examination.

- Timely Supply of Attendance Sheet to each examination centre under the Supervision of Dr. Anshuman Upadhyaya (ARD-U).
- Keeping the proper records of **All the Convocation Degrees** including the inventory of Degree of all convocation under the supervision of Mr. Chandra Prakash Mursenia (Section officer-I)/ Dr Anshuman Upadhyay (ARD-U).
 - Issue of timely dispatch of the degree to the concerned student within a day or two maximum from the date of request of the student, and sent the DD to account section after keeping the records of on day to day bases. Submission of daily report of dispatch of degrees to Regional Director in prescribed format through ARD(U) and SO-1.
 - To keep records of all Student Hand Book and prospectus including issue of same to RC Sale counter & LSCs.
 - Issue of letter of confirmation of Fresh and RR in Hindi and English version along with identity Card under the supervision of ARD(G) and EDP immediately after the confirmation of admission.
 - Submit the daily work report of Fresh/ Re-registration/ Examination form on daily bases at 5:30 PM to the Regional Director through Mr. Shreekant Hulde EDP and concerned ARD.
 - Maintenance of Consumable, Non-Consumable Register and permanent Stock Register under the supervision of ARD(U) and SO-1.
 - Maintenance of equipment, furniture, fixtures and building including maintenance of garden etc. under the supervision of ARD(U) and SO-1.
 - Weeding out process of old study material/project reports/student handbook & prospectus. Maintaining Stock Verification Report of Library book of Regional Centre and Study Centers every year by 15th of April every year.
 - RTI matter under the supervision of Mr. C. P. Mursenia, SO-1.
 - Any work assigned by the Regional Director.

9. MR. C.V REDDY, SPA:

- Purchase of Books, Press release, News papers, Journals, Magazines etc. and maintenance of RC Library.
- Maintaining the proper database and updation of all Academic Counsellors at IGNOU websites and RC website under the supervision of ARD(K).
- Allotment of Code to approved academic counsellors and prepares and issues the letter of appointment for every approved Academics Counsellors.
- Rejection letter for unapproved Academic Counsellors.
- To keep records of newspaper clippings of press release issued by Regional centre.
- Maintaining assignments & question papers of various programmes in RC Library for reference purpose.
- Monitoring of sale of admission forms at the Sale counter of the Regional Centre and keep the proper records of the No. of application form received MPDD supplied to LSC and keeping the proper records for sale proceed and sale counter of RC as well as Study Centres.
- Compliance of request of student based on the last cycle admission.
- Any other work assigned by an officer.

10. Ms. JAYA SHARMA, STENOGRAPHER:

- **On Maternity Leave.**

11. MR. K.V. KUNJUMON, ATTENDANT-1 :

- Received and Dispatch work maintaining the dispatch register and Inwards Registrar.
- Keep the proper record of dispatch and received of the letter.
- Timely Inward the letter and hand over the concerned officer incharge after keeping the proper record.
- Maintain the Visitor Register and incorporate the Name and Mobile Number (Contact number) of the Visitor in computer.
- Any other work assigned by an officer.

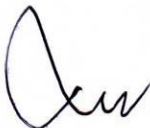
12. MR. R.B. KUSHWAHA, ATTENDANT- 2:

- Attend calls of Regional Director and any officer.
- Detached the demand drafts from the application forms/ Re-registration forms and Examination forms.

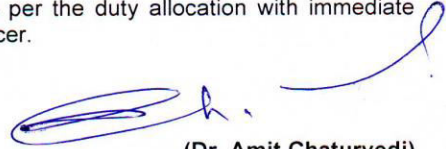
- Assist to officer for keeping the proper record of the examination forms/Admission forms and Demand Draft.
- Any other work assigned by an officer.

GENERAL INSTRUCTIONS:

- It may be ensured by all officers and staff 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.
- The Attendance Register shall be kept in the custody of SO-1, who will submit the same at 9:40 AM to the undersigned. Timely send attendance to the Registrar, Administration and RSD Administration at 9:45 AM through Regional Director.
- **Processing and preparation of all recoupment/salary/other bills is to be strictly followed by SO-2 on Timely basis.**
- All the requisitions, bills, applications by staff members should be submitted at the receipt/dispatcher desk for further processing.
- Nobody will leave the office without the prior approval of Regional Director. When RD is at the Headquarters/ or on leave, senior most ARD will look after the routine matters of this office in following order of seniority : Dr. Kumud Verma, ARD, Mr. Anshuman Upadhyaya, ARD, Dr. S. R. Nayak, ARD and Dr. Smriti Gargava, ARD.
- The admission work also involves maintenance of individual student records, receipt of fee DDs to be posted against the student and in computer and then to be handed over to cashier/Account Section supported by statement of amount. This process should be initiated immediately after receipt of application forms in bunches of 100 forms each.
- The same above process will be followed in the examination work also.
- It should be ensured that all the correspondence to the Headquarters is made through Regional Director only.
- All the quarries of the LSC's, students received to online/offline must be replied immediately on day to day basis. The concerned person of the receipt section has been advised to hand over the letters to the concerned person after the marking of from the Regional Director on the same day.
- Bulk receipt of the post such as application forms Fresh/ Re-registration must be segregated programme-wise and handed over to Dr. Smriti Gargava, ARD.
- Any delay in process of application form or misplace of the application form the receipt section will be responsible. So they may keep the record & all the application forms.
- Receipt section may keep the proper record of any post received related to the Regional Evaluation Centre, (REC) Bhopal and handed over to the concerned person after taking receipt.
- Attendants should attend office between **9:00 AM to 6:30 PM** positively as per the policy of the University.
- It must be ensured that the students' files records are maintained properly.
- All quarries from the students should be attended **on day to day basis but not later than Two days under any circumstance** from the receipt of the letter. The proforma to this effect is being finalized and would be sent to all ARDs and staff working in the admission section. The quarries of the student must be replied in the sympathetic way.
- 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.
- *In order to encourage prompt & speedy disposal of emails received from learners/IGNOU Hqrs, it is decided that such **emails will be forwarded to concerned ARDs/AR/other Staffs at their official IGNOU E-Mail ID.** All the officials are required to ensure prompt action on such emails under intimation/approval of RD, as the case may be.*




- It should be ensured that all staff member including contractual staff should be present as per their designated seat only. Non compliance of the instructions, it will be viewed seriously and the action will be initiated.
- Without prior approval, the E.L. will not be granted. If in case emergency, the Officer/Employee must inform to the Regional Director only, on telephone or through Email, followed by leave application.
- 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.



(Dr. Amit Chaturvedi)
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, Bhopal for Strict compliance.