

**OFFICE ORDER**

In supersession of all circulars on the work distribution among the officers and staff of the Regional Centre, Mumbai the revised work distribution is given below. Every officer will be heading the section allotted to him and will report to the Regional Director (i/c)

**Dr E Krishna Rao, RD (i/c)**

*(Abhishek, B Rajgopalan, Kalpana, Girish)*

RD (i/c) will be the overall Incharge of the RC to look after all the sections; however the following works will be handled in specific by Dr E Krishna Rao.

1. Appointment of Counselors and Periodical Renewal (all the LSCs)
2. Appointment/Renewal of LSC Staff
3. All the matters related to TEE, OPENMAT, including pre-examination activities and post examination activities, finalization of advertisement for OPENMAT, engagement of observers for TEE, planning the exam centre visits, and matters concerned with examinations.
4. Handling of practical exams and related matters.
5. Project proposals, Handling of synopsis, projects evaluation and viva-voce of all the programmes having projects/field works etc.
6. Maintenance of all the mandatory records approved academic counselors, observers, evaluators etc.
7. Attending to student queries (F2F, Letters, e-mails) Function wise and student enquires at reception.
8. Coordinators meeting, Orientation programme for academic counselors, planning and execution.
9. All Workshops (other than B.Ed), seminars, conferences, special events etc.
10. Dealing with RTI applications, legal cases, public grievances etc
11. Monitor inward and outward section.
12. Monitor Inquiry counter staff and activities

**Dr G Shrinivas, Assistant Regional Director.**

(Shashank, Jinal, Kishori and Shilpa)

The following academic activities including admission promotion, planning induction meeting, monitoring of counseling sessions and all other activities concerning the student support services.

1. Admissions (Fresh & RR) & related matters including sending the confirmation letters, fee receipts and ID cards in offline cases. Rejection letters for all programmes when applications are rejected. Scrutiny of offline application forms (FF+RR).
2. Uploading of admission Data on RDTS.
3. Admission to all merit based programmes (with limited seats) such as B.Ed, BSC(N), BBARL etc
4. All the student support services related to Change of Centres (RC, LSC), courses, medium, programme etc and issue of Bonafide certificate, migration certificate, duplicate ID cards etc.
5. Maintenance of Admission records each cycle wise, arranging for data entry, preparation and verification of check list, transmission of data to Hqrs. Final scholar list preparation and sending to LSCs.
6. Separation of fee DD and their handing over to F&A for deposit in fee accounts.
7. Obtaining the theory/practical counseling schedules of all LSCs and their scrutiny and approval. Arranging for the uploading the schedules in the RC website.
8. Establishment of new study centres
9. activation of new programmes in existing LSCs
10. Matters related to scholarships, fee reimbursement, etc.
11. All matters related to Assignments- receipts from LSCs, uploading, ratification of grades, sample selection for Hqrs verification etc and pursue with the LSCs for evaluation of assignments and receipt of grades periodically.
12. All matters related to convocations.
13. Advertisement for admissions shall be finalized as per schedule.
14. Planning induction meeting
15. Attending to student queries (F2F, Letters, e-mails)
16. Promotional measures to enhance gross enrolment at RC.
17. Supervision and distribution of Study Material warehouse activities.
18. Any other work assigned by the Regional Director (i/c)

**Vijaya Kumar M, Asst Registrar**  
(Sanjay, Swapnali and Ankita)

**Administration, Finance and Accounts:**

1. General Administrative activities of RC and LSCs
2. Building rent, security, manpower arrangement, insurance, Fire Safety, AMCs
3. Procurement of stores and stock, furniture and equipments for both the RC and LSCs constitution of Local Purchase Committee etc
4. Periodical audit of LSCs and RC activities
5. Liaison with other government authorities, institutions, public authorities as directed from time to time by RD (i/c)
6. Staff postings like leave and service matters, Service Books, and all personal claims of staff.
7. Staff development activities, periodical training, arranging for job rotation etc
8. Arranging additional manpower as and when needed, pooling of hands during urgent work
9. Custody and upkeep of equipments and assets of RC, periodical Stock Verification of non-consumables of RC and LSCs
10. Empanelment of various services provides such as Taxi, hospital, printing work, repairs and maintenance.
11. Providing the logistic and other support services for all the meetings, orientation programmes, seminars, workshops, convocations and other events of RC.
12. Preparation of budgets, monthly, quarterly and annual accounts and other statements in support of accounts, preparation of BRS etc
13. Submission of proposals for quarterly grants, periodical review of budget utilization, seeking of additional funds if any and all related matters.
14. TDS return filing and issue of necessary certificates to deductees.
15. Advertisement, printing and publicity.
16. Fee and sale money collection, remittances to Hqrs. Reconciliation of fee and sale money in coordination with concerned sections.
17. Maintenance of ledgers, ECR, cash books, advance registers, PBR, Study Centres sub-ledger and other connected records.
18. Printing and stationery, other supplies for the RC and LSCs, repairs and maintenance
19. Physical verification of stores and stock, both consumables and non-consumables at RC and LSCs.

- 20 Processing of staff personal claims (TA/DA, medical claims, LTC, CEA, Honorarium, etc).
- 21 Processing of suppliers and service providers bills.
- 22 Processing of study centres imprest and other bills, fee share to Special study centres
- 23 Attendance and punctuality of contractual staff, housekeeping activities.
- 24 All the matters related to obsolete Study Material/ newspaper/ unused furniture disposal
- 25 Proper maintenance of stock ledgers.
- 26 Cleanliness and hygiene of the office premises
- 27 Periodical arrangement for pest control in warehouse
- 28 Any other work assigned by the Regional Director (i/c)

This order will be effective from the date of its issue. A review of this order will be conducted after 2-3 months for feedback and incorporate necessary changes if any required.

To

1. Dr G Shrinivas, ARD
2. Vijaya Kumar M AR
3. Sh. Sanjay Kumar (JAT)
4. Sh. Shashank Tripathi (JAT)
5. All DW staff (except attendants)
6. Office copy
7. RD Secretariat

*E. Krishna Rao*  
५/१/१९

(Dr. E Krishna Rao )  
Regional Director (i/c)

**देशीय निदेशक**  
**REGIONAL DIRECTOR**  
**इग्नू देशीय केंद्र**  
**IGNOU REGIONAL CENTRE**  
**मुंबई - ४०० ०८०.**  
**MUMBAI - 400 080.**