

IG/RC-47/Office Order/Work/01/2020 / 3077

Date: 17/01/2020 /

Office Order No. 01 /2020

Consequent upon the transfer of Dr. Ashok Sharma, Regional Director from RC Aligarh to RC Delhi – 1 vide office order 24 (F.N. TA/1/1-11/2016/6217) dated 14/01/2020, re-allocation of the work among the Academics and RC Staff Members of IGNOU Regional Centre Aligarh is enforced with immediate effect:

Dr. Mohammad Sadfare Azam, Regional Director (I/c)

1. I-Cared issue (Fresh & Duplicate)
2. Migration certificate issue.
3. Establishment of new LSCs
4. All matters related to RTI Act-2005 & Legal matters.
5. OPENMAT, Bed & Ph.D. Entrance Examinations.
6. Library Management at Regional Centre and Study Centres.
7. Liaisoning with District administration & other Educational Institution.
8. Supervision of the management of RC Website.
9. Induction Meeting, Workshop, Orientation Programme, Coordinators' Meeting etc.
10. Identification of TEE/Entrance Test Centres.
11. Appointment and Renewal of Coordinators/Asstt. Coordinators/PICs/and other Staff Members.
12. Appointment of TEE Observers.
13. Convocation and issuance of Degree Certificates.
14. Facilitation for Internal/External Audit of the RC/LSC
15. Organizing and conducting placement drives and career counseling for IGNOU learners.
16. Overall Supervision and Monitoring.

Dr. Malik Rashid Faisal, Assistant Regional Director

1. Management of Information Desk at Regional Centre.
2. Providing learner support services at RC level such as change of course, change of LSC, change of RC, migration/bonafide certificates, scholarship, etc.
3. All functions as DDO at RC, and supervision, monitoring and controlling of F&A related works at LSCs.
4. Organization of all types of Meetings such as Coordinators meetings, Orientation Programmes, etc.
5. Development and maintenance of LSCs and RCs directory of all data/information.
6. Timely submission of all types of periodical reports like RTI quarterly return, Hindi Report etc., and organizing functions like Hindi Divas etc.
7. Feedback from the learners, academic counselors and functionaries.
8. Developing study guidelines if any for learning and effective learner support.
9. Organize and conduct placement drives and career counseling for IGNOU learners.
10. Development and distribution of promotional materials.

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11. Publicity of IGNOU programmes through promotional activities using multiple media.
12. Pre-admission counseling and guidance services.
13. Participation in promotional meetings such as admission camps, seminars, workshops, exhibitions, educational fairs, job (Melas) fairs, etc., addressing potential learners in schools, colleges, etc.
14. Overall supervision of admission work of online and offline Forms (Fresh as well as RR) at the RC including admission work of entrance and merit based programmes, scrutiny of Application Forms, Admission Data Entry, transmission of admission data to SRD as per the schedule/guidelines issued by Hqtrs.
15. Preparation of Student Identity Cards (attestation) and getting them dispatched to the concerned learners, keeping updated and complete database of admissions and issuance of Admission advertisement in coordination with RD.
16. Attending to student queries and grievances at RC including handling the grievances received at iGram, PG Portal and other such platforms.
17. Liaising with state government for sponsoring employees and other target groups to enroll in IGNOU.
18. Providing assistance for conduct of web conferencing and Tele-convocation at RC.
19. Assisting the PIO/RD in RTI matters as APIO.
20. Fresh admission, Re-Registration, Data entry error check, Final Checklist and other admission related work for all programmes.
21. Identification of TEE/Entrance test Centre.
22. Appointment and Renewal of Coordinators/Asstt. Coordinators/PICs/and other Staff Member.
23. Appointment of TEE Observers.
24. Appointment and renewal of Academic Counselors.
25. Establishment of New LSCs.
26. Requisition of Study Material.
27. Distribution of Study Material for all Programmes.
28. All types of grievance related to admission, study Material, assignment, examination and Learner Support Services.
29. OPENMAT and B.Ed. Entrance Examination.
30. Induction Meeting, Workshop, Orientation Programme, Coordinator's Meeting etc.
31. I-Card related matters.
32. Scholarship related matters.
33. All matters related to RTI Act-2005.
34. Publication related matters in consultation with RD.
35. RC Website management in consultation with RD
36. Rashtrabhasha Hindi related works.
37. Maintaining of assignment record.
38. Convocation and issuance of Degree Certificates.
39. Migration Certificate issue.
40. Monthly Monitoring Report.
41. Processing of online applications of prospective academic counsellors.

42. Organizing Innovation Club Meetings and preparation of reports.
43. Nodal Officer for Swachchh Bharat Abhiyan.
44. Nodal Officer for Unnat Bharat Abhiyan (Village adoption).
45. Any other work assigned by the Regional Director time to time

Mr. Virendra Kumar Sharma, Private Secretary

1. To assist Regional Director & maintenance of all records and files pertaining to Regional Director.
2. Taking Dictation.
3. Ware House Study Material Management and distribution.
4. Obsolete material.
5. Office correspondence & communication.
6. Dispatch/received of letter
7. Any other work assigned by the Regional Director/ARD time to time.

Mr. Satyendra Singh Kushwaha, AE (DP)

1. Entry of Admission and RR forms, Check list and uploading data of Fresh Admission and RR.
2. Entry of assignment/practical/project awards/grades.
3. Entry of TEE/Entrance test forms.
4. Change and Correction of Name, Address, Elective, SC, RC Programme medium etc.
5. Processing of appointment and renewal of LSC part-time staff.
6. Updation of RC website.
7. Keeping the monthly back up of all data.
8. Processing of Migration Certificate and issuance of Original Certificates.
9. Processing of scholarship forms.
10. Uploading of Fresh Admission/RR data through RDTS.
11. Any other work assigned by the Regional Director/ARD time to time.

Mrs. Azra Bano, SPA

1. Processing of application for empanelment as academic counselors (Offline and online)
2. Handling and replying learner queries and grievances.
3. Assignments related matter and issues.
4. Migration Certificate and bonafide Certificate etc.
5. Degree of the learners.
6. Any other work assigned by the Regional Director/ARD time to time.

Mr. Surendra Kumar Gaur, Assistant.

1. Preparation of Budget Estimate/Revised Estimate.
2. Monitoring of RC/LSCs Salary/remuneration related work.
3. Imprest Bills of LSCs.
4. Income Tax and TDS related work.
5. Monthly Expenditure Statement Plan and Non-Plan and Fees.
6. Bank Reconciliation Statement.
7. Deposit of fees of miscellaneous receipts.

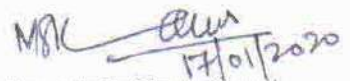
8. Reconciliation of programme fee.
9. Maintenance of Service Book of all the Staff members.
10. Maintenance of Cash Book for PLAN & NON-Plan, PBR and ECR.
11. Leave matter of RC Staff.
12. Annual maintenance related matters.
13. Monitoring of man power Agency, Security Agency and other related work.
14. Stock verification of RC and LSCs.
15. Ware house related Finance and Accounts.
16. RC Building Maintenance, Generator Maintenance, Advertisement, Printing, Car rental, inviting the tender and purchase related matters.
17. Monitoring of attendance of RC staff.
18. Legal Matters and court Cases.
19. Monitoring of RC Imprest.
20. All works of cashier as making cheques, maintaining Cash Book, passing miscellaneous bills of RC
21. Establishment related payment as Salary of permanent/contractual/Outsourcing Staff, Leave Encashment, GPF and all kind of advances related work.
22. Providing details of Cash A/C for Reconciliation from Bank A/c.
23. Proper maintenance of allotment register & other records of Income & Expenditure.
24. Maintaining of RC stock.
25. Any other work assigned by the Regional Director/ARD time to time.

Mr. Dinesh Kumar Singh, JAT

1. To assist Regional Director & maintenance of all records and files pertaining to Regional Director.
2. Ware House Study Material Management and distribution.
3. Handling of RC Imprest.
4. Compilation of MMR under the supervision of ARD/RD.
5. Any other work assigned by the Regional Director & ARD time to time.

Copy to:-

1. All the Officers/Officials at the Regional Centre, Aligarh.
2. Office file.


(Dr. M. Safdare Azam)
Regional Director (I/c)

Regional Director (File)
IGNOU Regional Centre
Aligarh