

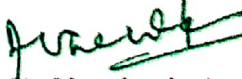
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE BIJAPUR**

F.No.IG/RC-85/F&A/Work Distribution/2019  
Dated : 18.09.2019

In continuation of earlier Office Order dated 15.04.2018, the work allocation among the officers modified as below:

Sl.No	Name of the officers and supportive staffs	Work allotted
1	<p><b>Dr. A. Varadarajan, RD</b></p> <p>Supporting staff: 1) Ms. Geeta 2) Ms. Sunanda</p>	<p>Overall supervision of RCs and LSCs Liaison with the State Government. Issues related to RSD All works related School of studies VCO related issues Conduct of Annual Convocation Custody of Degree Certificates. RTI &amp; Legal Matters. Custody of Question Papers Conduct of all Examinations Monitoring identification of Observer/ Flying Squads. Issue of duplicate ID Cards, Migration Certificate, Bonafide Certificates</p>
2	<p><b>Dr.B.N.Devendra, ARD</b></p> <p>Supporting staff: 1) Sh. Arun 2) Ms. Geeta 3) Sh. Anil 4) Sh. Pramod</p>	<p>Identification of Exam Centers Monitoring of LSCs Monitoring identification of observer/ Flying squads Uploading of assignments, Project, Practical Grades / Practical/Workshop and ECP related matters Scholarship and related matters</p> <p>Pre-admission counseling. Publicity, Promotion &amp; Admission Campaign Admission issues Fresh &amp; Re-registration Establishment of LSCs Induction meeting SLM related issues Renewal of Part-time staff Maintenance of RC website Management of Regional Warehouse and Coordinating with MPDD Study Material Requisition and Distribution to Students Supply of Study Material to LSCs Stock Maintenance of Study Material Student Support Services</p> <p><i>Any other work assigned by the RD</i></p>

Sl.No	Name of the officers and supportive staffs	Work allotted
3	<p><b>J. Thiru murugan, AR</b></p> <p>Supporting staff:</p> <ol style="list-style-type: none"> <li>1. Sh. G.Y. Amate</li> <li>2. Ms. Rashmi S. Tanga</li> <li>3. Sh. Anil</li> <li>4. Sh. Sangmesh</li> <li>5. Sh. Anand</li> </ol>	<p>Overall General Administration, Finance &amp; Accounts  Service Books and personal files  Preparation of budget plan and non-plan  Monthly expenditure statement and quarterly/Annual  Accounts (Plan, Non-Plan &amp; Fee)  Bank reconciliation of RC and Pay bill register  Remuneration of LSC functionaries  Income Tax/TDS related work  Monitoring collection and deposits fees and other receipts  Monitoring of sale proceeds of prospectus and bank deposits.  Monitoring Fee receipt, cash book and bank pass book of plan,  non-plan and Fees.  Monitoring the maintenance of expenditure control register of  Plan and Non-Plan.  Monitoring of stock of RC and LSCs.  Outsourcing/Hiring security and Manpower and daily wage  related matters.  Annual Maintenance Contracts(AMC) related works  Personal Claims like TA/DA, LTC, Medical, Local  Conveyance, etc.  Payment to SCs/SSCs/PSCs and Share Money imprest Bills,  Advances.  Works related to printing.  Purchase related to RC and LSCs  Tender/Quotation related works.  Advertisement relating to Admission, Promotion,  Convocation, etc.  Maintenance and Sale of Student Handbook &amp; Prospectus  Advertisement of the Admission Notification</p> <p><i>Any other work assigned by the RD</i></p>

  
(A. Varadarajan)  
Regional Director

**Copy to:**

1. All officers
2. Director, RSD
3. Office File.