



इन्दिरा गॉधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
IMPHAL REGIONAL CENTRE

Asha Jina Complex, North A O.C. Imphal, Manipur - 795001
Phone: 0385-2421190/91 Fax 0385-2421192
email: ignouimp@gmail.com Website: www.rcimphal.ignou.ac.in

F.No.49/RC-IMP/office order 2001/472

Date: 23rd Sept., 2019

Office order
Work allocation of RC Staff

| Sl.No. | Name & Designation | Work allocation |
|--------|--|---|
| 1. | Dr. S.J. Neethirajan Regional Director | 1. Overall In-charge of Regional Centre, Imphal |
| | Rathingla K. Shimray, Assistant | Assist RD in Administrative works |
| 2. | Dr. Jayalakshmi Devi Asst. Regional Director | Kabungna Kamei SPA 1. Examination related works 2. Project /practical (MAEDU, MCA, BCA, BSC, PGDFQM, BPCCHN). Conduct of Viva Voce and transmission of award list to SED. 3. RC Library 4. Maintenance of Stock Register 5. Migration 6. Orientation programme of Academic Counsellors 7. Work assign by RD from time to time |
| | 1. Sangaipao, A.E 2. Bedamani Devi A.E 3. Kabungna Kamei SPA | Sangaipou Gangmei, AE(DP) 1. Data entry (Assignment award, TEE form etc.) 2. Maintenance of Academic Counselors database 3. Promotional activities of IGNOU 4. Work assign by RD from time to time Bedamani Devi AE(DP) 1. NAAC Related works 2. Updation of RC website 3. Work assign by RD from time to time |
| | | 1. Monitoring during Term End Examination 2. Monitoring of LSCs and submission of visit report i. 1701 ii. 1702 iii. 1703 |

| | | |
|----|--|---|
| | | <ul style="list-style-type: none"> iv. 1707 v. 1705 vi. 1715 vii. 1717P viii. 1788P ix. 1787P <p>3. Work assign by RD from time to time</p> |
| 3. | <p>Dr. Mayonmi Shimray Asst. Regional Director</p> <p>Supporting Staff</p> <ul style="list-style-type: none"> 1. Sangaipao, A.E 2. Bedamani Devi A.E 3. Samson, MTS 4. Sanatombi , JAT 5. Robi, Attendant | <p>Sangaipou Gangmei AE (DP)</p> <ul style="list-style-type: none"> 1. Data entry (Admission) 2. Change of Region/LSCs /Elective 3. Correction of Name/ Address <p>Bedamani Devi AE(DP)</p> <ul style="list-style-type: none"> 1. Data entry (Admission) 2. Change of Region/LSCs /Elective 3. Correction of Name/ Address <p>Sanatombi JAT</p> <ul style="list-style-type: none"> 1. Admission related work 2. Work assign by RD from time to time <p>Samson Horam MTS</p> <ul style="list-style-type: none"> 1. Issue of I card 2. Sale of forms 3. Maintenance of dispatch and receipt register 4. Deposit of Cheques, draft etc. 5. Work assign by RD from time to time <p>Robi , Attendant</p> <ul style="list-style-type: none"> 1. MPDD 2. Work assign by RD from time to time |

| | | |
|----|---|---|
| | | <ol style="list-style-type: none"> 1. Establishment of LSCs 2. Activation of new programmes 3. Appointment/extension of Coordinators/PICs & Part time staff at LSCs 4. Coordinator's Meeting 5. Students grievances 6. Promotional activities of IGNOU 7. Work related to RTI 8. Monitoring during Term End Examination 9. Monitoring of LSCs and submission of visit report <ol style="list-style-type: none"> i. 1704 ii. 1706 iii. 1709 iv. 1711 v. 1712 vi. 1713 vii. 1726 viii. 1729 ix. 1786 x. 1730D |
| 4. | <p>Kh. Sushil Kumar Section Officer</p> <p>Supporting Staff</p> <ol style="list-style-type: none"> 1. Tychicus Sasa, Assistant. 2. Lily Dishung, JAT 3. Kimbiaklun, JAT 4. Rathingla K. Shimray 5. Shantikumar, Driver | <ol style="list-style-type: none"> 1) TYCHICUS SASA, ASSISTANT. <ol style="list-style-type: none"> 01. Preparation of Bill Register and Cash Book for SALARY Account 02. Preparation of payroll for regular and D/W Staff 03. Maintenance and preparation of Remittance for Fee Account 04. DATA entry for PFMS Portal 05. Procurement of stationery and other sundry items for office use 06. Maintenance of Leave Account register (CL and Other leave) 07. Maintenance of insurance register and professional tax register 08. Maintenance of Service Books for Junior Staff 09. Any other work assigned by the Regional Director from time to time. 2) Disong Lily Maram. <ol style="list-style-type: none"> 01. Preparation of Cash Book for PFMS Account and Fee Account 02. Maintenance and updating of TA /DA Advance register 03. Maintenance and updating of Computer |

| | | |
|--|--|--|
| | | <p>Advance Register</p> <p>04. Maintenance and updating CEA Register</p> <p>05. Maintenance and updating Register of valuables</p> <p>06. Maintenance and updating Cash in hand Register for PFMS Accounts</p> <p>07. Any other work assigned by the Regional Director from time to time.</p> <p>3.KIMBIAKLUN DOUSHEL</p> <p>01. Preparation of Salary Slips and entry in the Acquittance Register</p> <p>02. Data entry for PFMS in the PFMS portal</p> <p>03. Preparation of NPS, IEFWF and GIS</p> <p>04. Preparation of Cheques and in the Cheques Issue Register</p> <p>05. Preparation of remuneration for LSCs</p> <p>06. Any other work assigned by the Regional Director from time to time.</p> <p>7.SC/ST Scholarship/Reimbursement</p> <p>4. Rathingla K Shimray</p> <p>01. Preparation of bills and entry in the bill register for PFMS Account</p> <p>02. Maintenance of expenditure Register for PLAN and Non-Plan Accounts</p> <p>03. Preparation of Account Statements to be sent to IGNOU Headquarters</p> <p>04. Assist the Regional Director with Official Correspondence.</p> <p>05. Any other work assigned by the Regional Director from time to time.</p> |
|--|--|--|

Office Timing: 9.30 to 5.30
Lunch Time: 1.30 pm to 2.00 pm


Dr. S. J. Neethirajan
Regional Director