

**IGNOU Regional Centre Imphal,**  
**Asha Jina Complex, North AOC, Imphal, Manipur**

F. No. 49/RC-IMP/Office Order/2024-25/ 476

Dated: 23-10-2024

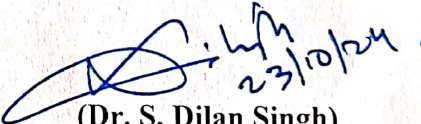
**Office order**

**Work allocation for Regional Centre Imphal**

Sl. No.	Name/Designation	Work Allocation
2	Dr. O. Jayalaksmi Devi, Deputy Director	<ol style="list-style-type: none"><li>1. Promotional activities of IGNOU programmes and Admission related matters</li><li>2. Activation of New programmes</li><li>3. Assignment/Project/Practicals</li><li>4. Establishment and Monitoring of LSCs</li><li>5. Nodal Officer for Online programmes ,handling of LMS portal</li><li>6. Maintenance of Academic Counsellors database and conduct of Orientation programme</li><li>7. Induction meeting</li><li>8. Term End Examination.</li><li>9. Dissertation/Project related</li><li>10. RCCASH</li><li>11. Nodal Officer for NAAC related matter of RC Imphal</li><li>12. MMR related and reporting</li><li>13. Academic and establishment activities</li><li>14. Students Grievance handling</li><li>15. Matters assigned by RD from time to time</li></ol>
3	Rathingla K Shimray ASO	<b>Complete Administration &amp; Accounts Matter of R C Imphal</b> <ol style="list-style-type: none"><li>1. Processing of LTC and leave encashment, medical advance/reimbursement bills</li><li>2. Processing of matters pertaining to land/office building/security hiring at RC</li><li>3. Processing proposal for engagement of staffs (Daily wages)</li><li>4. Imprest (activities)</li><li>5. Grant Cash book and bill register</li><li>6. Receipt and expenditure statement.</li><li>7. Preparation of accounts and administration related report, processing of bills for payment.</li><li>8. Monitoring of accounts activities of LSCs.</li><li>9. Matters assigned by RD from time to time</li></ol>
4	Shri Tychicus Sasa Assistant	<ol style="list-style-type: none"><li>1. Purchase and maintenance of Stock</li><li>2. Management of files relating to F &amp; A and administration.</li><li>3. Handling bank transactions of the Regional Centre.</li><li>4. Maintenance of Cash Book for Fee, remittance of fees and monitoring</li><li>5. TDS, NPS, P-Tax related</li><li>6. Stock maintenance of Study Materials</li><li>7. Maintenance of Store/Stationary and verification</li><li>8. Repair and maintenance of office equipments/furniture/rooms.</li><li>9. Matters assigned by RD from time to time</li></ol>



5	Shri. Sangaipou Gangmei, Assistant Executive	<ol style="list-style-type: none"> <li>1. Academic Counsellors portal</li> <li>2. I Gram and other students grievances</li> <li>3. Assignment awards.</li> <li>4. Students enquiry handling</li> <li>5. Assist Deputy Director for related student support services</li> <li>6. Social media platforms: facebook, whatsapp, youtube etc</li> <li>7. Matters assigned by RD from time to time</li> </ol>
6	Th Bedamani Devi, AEDP	<ol style="list-style-type: none"> <li>1. Data entry of Practical awards, project awards</li> <li>2. Students enquiry handling</li> <li>3. Assist Deputy Director for related student support services</li> <li>4. IGNOU RC Websites and twitter</li> <li>5. Channel Based Counselling</li> <li>6. SMS related matters</li> <li>7. Matters assigned by RD from time to time</li> </ol>
7	Shri Kabungna Kamei Semi Professional Assistant	<ol style="list-style-type: none"> <li>1. RC Library</li> <li>2. Maintenance of all Personnel Files, leave,</li> <li>3. Convocation</li> <li>4. Scholarship</li> <li>5. Assist DD on Project/practical related matters</li> <li>6. Matters assigned by RD from time to time</li> </ol>
8	Shri Lily D Maram Assitant	<ol style="list-style-type: none"> <li>1. Bill Preparation, Cash Book (grant)</li> <li>2. Assist ASOs in all matters relating to F&amp;A and administration.</li> <li>3. Cash handling and cheque related activity</li> <li>4. Matters assigned by RD from time to time</li> </ol>
9	Shri H R Samson MTS	<ol style="list-style-type: none"> <li>1. Despatch and receipt of letters</li> <li>2. Filing</li> <li>3. Matters assigned by RD from time to time</li> </ol>

  
 (Dr. S. Dilan Singh)  
 Sr. Regional Director,  
 RC Imphal

Copy to:  
All staffs of IGNOU RC Imphal

*[Signature]*  
23/10/24

*[Signature]*  
23/10/24

*[Signature]*  
23/10/24

*[Signature]*  
23/10/2024

*[Signature]*  
23/10/24