

OFFICE ORDER
Work allocation of RC Staff

Sl. No.	Name & Designation	Work Allocation
1.	Dr. O. Jayalakshmi Devi Regional Director (I/c)	<ol style="list-style-type: none"> 1. Overall Incharge of Regional Centre Imphal 2. Monitoring of Term End Examination. 3. Monitoring of LSC's and submission of visit report. 4. Establishment of LSCs. 5. Activation of new programmes. 6. Appointment/extension of Coordinators/PICs & Part time staffs at LSCs 7. Coordinator's Meeting 8. Students grievances 9. Promotional activities of IGNOU 10. Work related to RTI
	1. Sangaipou Gangmei Assistant Executive (DP)	<ol style="list-style-type: none"> 1. Maintenance of Regional Centre, Academic Counsellors, Programme activation portals 2. Promotional activities. 3. Bulk SMS service 4. Created Whatapp group of Learners 5. Maintenance of Facebook and YouTube account 6. Arrangement for Induction programme 7. MPDD 8. Data Entry of TEE forms. 9. Data Entry of Fresh Admission and Re-registration 10. Work assign by RD from time to time.
	2. Th. Bedamani Devi Assistant Executive (DP)	<ol style="list-style-type: none"> 1. Data Entry of Assignment. 2. Data Entry of Fresh Admission and Re-registration. 3. Change of Programme, Elective, Medium etc. 4. Promotional activities 5. NAAC related works 6. Transfer of Learners (RC/LSC) 7. Correction of Address, Mobile Number, Email Address, Name, Date of Birth etc. 8. Updation of RC website 9. Maintenance of Twitter account 10. Arrangement for Induction programme
	Sanatombi JAT	<ol style="list-style-type: none"> 1. Admission related work 2. Migration 3. Maintenance of dispatch and receipt register and Files movement Register 4. Work assign by RD from time to time
	Hr. Samson MTS	<ol style="list-style-type: none"> 1. Issue of I-Card and Original Degree Certificates 2. Purchase of Office Stationery. 3. Work assign by RD from time to time
	Robi Attendant	<ol style="list-style-type: none"> 1. MPDD 2. Work assign by RD from time to time.
	Shantikumar JAT	<ol style="list-style-type: none"> 1. MPDD 2. Day-to-day Bank Transaction 3. Deposit of cheque, drafts etc.

Kabungna Kamei	<ol style="list-style-type: none"> 1. Maintenance of Leave Account register (CL and Other Leave) 2. RC Library 3. Project/Practical of (MAEDU, MCA, BCA, BSC, PGDFSQM, BPCCHN etc). 4. Conduct of Viva-Voce and transmission of award list to SED. 5. SC/ST OBC Scholarship 6. Preparation of payroll for regular and D/W Staff 7. Any other work assign by RD from time to time.
Tychicus Sasa Executive Assistant	<ol style="list-style-type: none"> 1. Preparation of Cash Book for Fee Account 2. Maintenance of Stock Register 3. Maintenance of Prof Tax Register and Insurance Register 4. Timely preparation and collection of payment challans for Prof Tax, Insurance and Income Tax 5. Any other work assigned by RD from time to time
Rathingla K Shimray Executive Assistant	<ol style="list-style-type: none"> 1. Preparation of Cash Book for PFMS Account 2. Preparation of Monthly Expenditure Statement, Quarterly, Half Yearly and Annual Accounts along with Additional Information for compilation of Annual Accounts. 3. Maintenance of expenditure register for PFMS Accounts 4. Preparation and remittance of GIS, IEWF and NPS 5. PA to Regional Director i/c
Disong Lily Maram Assistant	<ol style="list-style-type: none"> 1. Maintenance and updating of TA/DA Advance register, Computer Advance register, CLA register, Register of Valuables 2. Maintenance and updating Cash in hand Register for PFMS Account 3. Preparation of Bill Register maintenance and preparation of Remittance for Fee Account 4. Any other work assign by RD from time to time
Kimbiaklun Dounshel Assistant	<ol style="list-style-type: none"> 1. Preparation of Salary Slips and entry in the Acquaintance Register. 2. Data entry for PFMS in the PFMS portal 3. Preparation of Cheques and in the Cheques Issue Register Preparation of remuneration for LSCs 4. Any other work assign by RD from time to time
Kh Sushil Kumar Assistant Registrar	<ol style="list-style-type: none"> 1. Overseeing Finance & Account and Administration of IGNOU RC Imphal 2. Work assign by RD from time to time

Jayalakshmi
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क्षेत्रीय निदेशक प्रभारी
Regional Director In-charge
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