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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE – JORHAT**

F. No:IG/JHT.RC/ESTT-05/OFF.ORD/12-13/ 0415 (1)

Dated: 06-09-2019

Work distribution order for the matters related to Regional Centre

**Regular staff:**

**1. Bijoya Dutta, Section Officer**

- Preparation of :
  - i. Budget Estimate & Revised Estimate
  - ii. Quarterly Budget Proposal
  - iii. Monthly/Quarterly/Half yearly Expenditure statement of Plan/Non-plan & FEE/MMR
  - iv. Annual accounts
- Re-appropriation of Accounts
- Calculation of Income Tax
- Deduction and filing of Returns
- Initiate process of Procurement of furniture/equipments etc. for RC/LSCs.
- Release of Imprest bills of LSC's/Share money/ regular bills., etc for payment
- Release of salary bill of Regular/Daily wagers/Security
- Release of Remuneration of p/t staff of LSC's
- Processing for appointment & Renewal of p/t staff of LSC's/DW staff of RC's etc.
- Maintenance of Leave records and Service books of RC staff
- Settlement of personal claims
- Repair & maintenance of equipments at RC
- Supervision of works done by other accounts staff, i.e., checking of Cash Book, BRS, Stock Register, etc.
- Processing for any Tender call following GFR and renewal of agreement, etc.
- Facilitation to conduct audit at RC and replies of Audit paras/Queries
- Making necessary arrangement for Admission Advertisement and others promotional work
- Making necessary arrangement for meeting/conference, etc.
- Maintenance of File Register/ Guard File.
- Any other works assigned by RD from time to time



## **2. Paragjyoti Kotoky, AEDP**

- Processing the bills of Assignment Evaluation/Counselling Charges/ SC's Imprest/RC's routine bills etc for payment
- Issuance of Cheque and their remittance.
- Preparation and put up of Salary of regular staff
- Handling of RC imprest & processing for recoupment
- Necessary arrangement for any meeting/workshop, etc.
- Any other miscellaneous administrative task as assigned from time to time.
- Assisting in Repair and maintenance of Computer
- Assisting in purchasing of stationery items, etc.

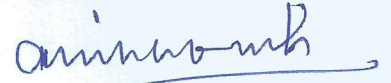
## **3. Jamini Saikia, SPA**

- Admission related work including SC /ST
- Maintenance of data base of Academic Counsellors and processing for their appointment
- Learners verification for Scholarship
- Process for Migration certificate
- Processing for establishment of Study Centre
- Processing for activation of new programme in the LSC
- Maintenance of Accession Register
- Arrangement for evaluation of Project Proposal/dissertation, etc & Viva
- Necessary arrangement to conduct ECP
- Promotional Campaign to increase the enrolment
- Attending to student queries and grievances
- Pre-admission counseling and guidance services
- Any other works assigned by RD from time to time

## **4. Julie Agnes Mareem, JAT**

- Writing of Cash Book (Plan & Fees)
- Ledger posting/ maintenance of Expenditure Control Register
- BRS of PLAN and Fee
- Maintenance Valuable Register
- DD- Deposit, receiving & checking
- Preparation and put up of LSCs remuneration.
- Calculation and put up for Security Charges and Monthly Daily Wages
- Putting up of bill for payment
- Maintenance of Voucher File
- Maintenance of Bank Interest Register
- Maintenance of Bill Register
- Deposit of SOF

- Maintenance of Advance Register
- Maintenance of DD Revalidation Register
- Any other miscellaneous administrative task as assigned from time to time

A handwritten signature in blue ink, appearing to read 'Anil Ch. Borah', with a horizontal line underneath.

Dr. Anil Ch. Borah  
Regional Director



INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE JORHAT

**OFFICE ORDER**

**Work distribution order of daily wage staffs for the matters related to  
Regional Centre**

1. Pubali Sarma

- Assisting Regional Director in Administrative & Academic aspects
- Handling E-mails and Student Queries
- Updating in Face Book various information related to RC
- Responding to telephone calls
- Correspondence with Study Centres
- Correspondences with different organizations for promotion of admission, meetings etc
- Arrangement of different meetings at regional centre
- Preparing various reports
- Documents handling
- Letter drafting for Regional Director
- Issuing Studentship Certificates
- Preparing of Sangbad, RC profile, banners etc
- Works related to Term End Examination
- Preparing appointment letters for observers of term end examination
- Any other works assigned by RD from time to time
- Compilation of MMR

2. Pankaj Saikia

- Assisting Accounts & Finance section
- Deposit of demand drafts in bank
- Processing of imprest bills of study centres
- Visiting bank for official works
- Purchasing of office stationeries etc
- Writing cash book
- Handling student queries
- Stock entry in stock Register
- Depositing TDS, P.Tax

3. Hasan Ullah

- Processing of online admission, Re-registration, Term End Examination forms
- Processing of offline admission, Re-registration forms
- Scrutiny of offline admission forms
- Processing of change of RC, SC and address
- Processing of elective change
- Processing of assignment awards
- Processing of practical awards
- Processing of project awards
- Handling online admission related student queries.
- Handling E-mails
- Handling admission telephone call
- Sending bulk SMS
- Updating in Face Book various information related to RC
- Correspondence with Study Centres
- Preparing banners, leaflets for admission etc
- Works related to Term End Examination
- Handling of RC Website updation, upload, etc.

4. Dipu Borgohain

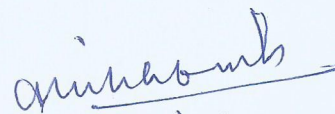
- Handling student queries
- Receiving of admission, re-registration forms etc
- Responding telephone calls
- dispatching of study materials to learners
- dispatching of study materials to study centres
- dispatching of provisional & original certificate to learners lying at RC
- Verification of offline admission form
- Promotional visit and door to door campaigning for admission at different places

5. Dipanka Hazarika

- Receipt and dispatch
- Receiving of admission, re-registration forms etc
- Handling student queries
- Responding telephone calls
- Verification of offline admission form
- Delivery of letters

6. Sandesh Basfor (Safaiwala)

- Cleaning the office



Regional Director  
RC Jorhat