

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

No.IG/RCH/Adminn/00/26/

Date: 2nd January 2026**OFFICE ORDER No:01 /2026****Sub: Reallocation of work activities among the officers and staff – Reg.**

In supersession all Office Orders relating to work allocation issued till date, the duties among the officers and staff of Regional Centre, Hyderabad are revised and re-distributed with following guidelines with immediate effect.

Guidelines:

1. The officer/in charge of the section/activity will look after all the related activities of the given work with the support of the staff attached with them.
2. All staff working in the sections will report to the officer/in charge of concerned section.
3. All academic officers and administrative officers, in charge of the sections will report to the Regional Director.
4. All the proposals from sections shall be routed through section heads only, except in case of urgency and where the officers concerned are on leave.
5. All the proposals shall be submitted in the concerned files only.
6. All the note sheets shall be serially numbered (left to right) and kept on the left side of the file with proper tag.
7. All officers shall invariably put the officials stamp containing the name and designation on the note while affixing their signature in the proposals.
8. All other papers of correspondence shall be filed on the right side in the file with page numbers (bottom to top).
9. All the letters and emails to Hqrs and other authorities will be sent in the name and designation of the Regional Director ONLY. However, such letters are to be initiated by concerned section.
10. All sections heads are permitted to correspond on their name and designation with learners/LSCs in the area of work allocated but only after obtaining the approval on the file note from the Regional Director, except in routine cases.

11. In urgent cases, emails if any may be sent by section heads to LSCs/students, and the same need to bring to the knowledge of the Regional Director and email copy need to be attested by RD.
12. All important works of time bound nature shall be completed within the stipulated date and time.
13. All queries received under RTI need to be attended as per the time frame. No laxity is acceptable in time bound cases.
14. Works shall be completed as per the norms in the least possible time so as to improve the quality of service.
15. All the movements of staff on official work where TA/DA and local conveyance is involved need prior approval of the Regional Director. All such claims, besides movement order issued by RD, shall be supported with visit / work completion report and geo tagged photo(s) counter signed by section head.
16. All proposals involving incurrence of expenditure shall be submitted and got approval of RD before incurrence of such expenditure. Therefore no expenditure shall be incurred without the knowledge of RD.
17. All the emails received are forwarded to the official email IDs of the officers/official concerned. Therefore, all officers and officials concerned are advised to initiate action based on the e-mail forwarded to the section without waiting for hard copy of email. Issues where specific guidelines are required to reply to the learners may be brought to the notice of RD and replies can be sent after obtaining concurrence of RD.

1. Dr. Raju Bolla, Regional Director

S. No.	Activity
1.	Overall supervision of Academic, Administration & Financial related activities of RC, Hyderabad
2.	Call for and preside over all the meetings at the Regional Centres
3.	Academic Planning, Audit, monitoring of all units of RC Hyderabad
4.	Interaction with Hqrs, preparation of various reports, staff meetings etc
5.	Liaison with State /Central Government and Universities/Organizations for smooth running of RC activities.
6.	Visits to Learner Support Centres from time to time as and when required
7.	Monitoring Legal Cases & RTI Cases
8.	Persuasion for allotment of land/building for RC and liaison with others.
9.	Swayam Prabha Channel Based Counselling sessions
10.	Partner Institutions under Convergence Scheme
11.	Activation of additional Programmes, Closure/Abeyance of LSCs
12.	Placement activities at the Regional Centre.
13.	Conduct of workshops and online counseling sessions for CPDT Programme
14.	NAAC & CIQA related matters

2. Mr. T. Hariprasad, PA - RD Secretariat

Sl. No.	Activity
1.	Transmission of Staff Attendance to IGNOU HQ
2.	Appointment of part-time Coordinators and LSC functionaries.
3.	Renewal of part-time Coordinators and LSC functionaries
4.	Guiding the Visitors (Guest/Students) to approach RD
5.	Scheduling of important activities of RD
6.	Writing of reports as per the inputs provided by RD
7.	Preparation of minutes of various meetings chaired by RD
8.	Issue of Movement Orders & Circulars as per the instruction of the RD
9.	Facilitation of Press meets & Press Releases of RC, Hyderabad.
10.	Secretarial assistance to the RD
11.	Any other works assigned by RD from time to time.

3. Dr. P.M. Sowjanya, Asst. Regional Director

Sl. No.	Activity
Admission Section	
1.	Admission Notifications, Advertisements and promotional activities.
2.	Overall planning and execution of the strategies to improve enrollment.
3.	Process of fresh admission forms / Re-Registration received offline and online
4.	Transmission of scholar list (FR & RR) to LSCs after approval of the RD and Scheduling of Induction Meetings of all the LSCs.
5.	Confirmation letters to students/ Fee receipts/ID cards.
6.	Conduct of counseling for limited seat/ entrance based programmes
7.	Scholarships & Extension Activities as assigned
8.	Merit based admissions for B.Ed. & B.Sc. (Nursing)
10.	Admission Confirmation and LSC allotment mails to all admitted learners
11.	Clearing of I-grams pertaining to the section on daily basis
12.	Institution Innovation Council (IIC)
13.	Change of Course / Programmes/Medium, Region/SC/Address/Name, etc
14.	Issue of Migration Certificate, Issue of Duplicate Identity cards
15.	Attending to specific queries of students on admission – direct queries/ by posts/ by email/ by phone etc.
16.	Any other work assigned by the Regional Director from time to time.

Assisted by Mr. K.Anil Kumar, EDP & Mrs. T. Madhavi, JAT
4. Dr. Y. Venkateswarlu, Asst. Regional Director

Sl. No.	Activity
Student Support Cell (SSC) – Reception	
1.	Overall supervision of Assignment, Projects, Examinations, Evaluation, Monitoring, SSC, and Finance
2.	Student Support Services
3.	SATHEE PROJECT
4.	Updating RC website in association with Mr. K. Anil Kumar, E(DP)

5.	Ensuring monitoring/coordination of Information Counter. Attending to telephonic queries of learners
6.	Plan for Extended Contact Programmes of the programmes concerned.
7.	Clearing of I-grams pertaining to the section on daily basis.

The Student Support Cell (SSC) will take proactive steps to improve the services provided to the learners at SSC/Reception Counter. Utmost care should be taken in dealing with the students with politeness and courtesy. Mrs. E. Manjula, ASO & Mrs. G. Lakshmi, MTS will be at the Reception Counter. Mrs. E. Manjula, ASO will continue to issue Bonafide & Migration Certificates and also data entry as and when required. Mr. K. Srinivas, Assistant will associate Information Counter as and when either of them is engaged for other tasks or on leave.

Sl. No.	Activity
Monitoring Cell	
1.	Empanelment and renewal of academic counselors of all the study centres/PSCs.
2.	Scrutiny of academic counseling schedules each session wise for all programmes of all study centres sent by Coordinator and approval to be sent to them after due approval obtained from RD.
3.	Plan for academic counseling monitoring, allocation of duties for academic monitoring among all academics.
4.	Updation of website content in relation to academic counseling schedules, academic counselor's data, study centre list etc.in association with Mr. K. Anil Kumar, EX (DP)
5.	Monitoring of academic counselors online portal.
6.	Coordinators Meeting, Orientation Programmes for academic counselors and training programmes for the staff of newly established LSCs
7.	Clearing of I-grams pertaining to the section on daily basis.

Mrs. G.Srilatha, ASO will report to Dr. Y. Venkateshwarlu, ARD and assist in Monitoring activities, data entry and SSC as and when required.

Sl. No.	Activity
Examination & Evaluation Unit	
1.	Entrance Tests/OPENMAT /TEE arrangements, pre and post examination activities including identification of examination centres.
2.	Receipt and custody of TEE, examination stationery availability and related matters.
3.	Advertisements on Entrance Examinations, etc.
Assignment Entry and validation	
	All student queries pertaining to Examinations, Assignments, and Convocations by direct student queries/by post/by email etc.
5.	Updating information related to examination activities, Convocations and other related to the work allocated on RC website in association with Mr. K. Anil Kumar, EX (DP)
6.	Looking after TEE activities in association with Mr. R. Ramesh, PS
7.	Preparation of reports, Monthly Monitoring Report) MMRs etc
8.	Scrutiny of proposals received for establishment of Study Centres (LSC/PSC/SSCs) and submission of viable proposals to Hqrs and follow up and all related activities.
9.	Review & submit proposals for closure of Study Centres/PSCs which are in

	abeyance/defunct Study Centres after completion of all formalities and all related activities.
10.	Coordination with units for gathering of information for RTI queries
11.	UNNAT BHARAT ABHIYAN and all Extension activities of GoI
12.	All data entry works related to Evaluation section and required support for all related activities including Maintenance of LMS Portal and related activities.
13.	Clearing of I-grams pertaining to the section on daily basis.
14.	Supervision & monitoring of confidential tasks such as evaluation of Practicals, Internships, Synopsis and Project Reports, Grades Entry/Validation of Assignments, practicals, Projects, Internship etc on the online portal in association with Mr. R. Ramesh, PS & Mr. P. Srinivas, AEDP.
15.	Empanelment of adequate Internal and External Examiners for all practical oriented programmes and maintenance of their database
16.	Practical examinations and Viva-voice of all programmes with practical and viva, projects, field works etc
17	Any other work assigned by the Regional Director from time to time.

5. Sri R. Ramesh Kumar, PS,

Sl. No.	Activity
1	Activities pertaining to Practicals, Internships, Synopsis and Project Reports, Grades Entry and facilitate Dr. Y. Venkateshwarlu, ARD for all the Assignment, Evaluation and TEE related activities
2	Distribution of Original Degrees and submission of DDs collected against the issue of ODs to Finance
3	Establishment matters i.e Service Books, increments, Maintenance of Leave Records
4	All the activities pertaining to Security Services including maintenance of attendance and salaries to the Security deployed at RC
5	All the activities pertaining to Manpower Services including maintenance of attendance and salaries to the Manpower deployed at RC
6	Activities related to Convocation
7	Any other work assigned by the Regional Director from time to time.

Sri R. Ramesh Kumar, PS will put up all the files through Dr. Y. Venkateshwarlu, ARD
6. Shri K. Anil Kumar, EDP

Sl. No.	Activity
1.	Complete Data processing & Management of all RC's activities.
2.	Periodical data transmission to Hqrs/LSCs on admissions, label printing etc
3	Database maintenance of academic counselors, Internal and External Examiners periodical updation of RC website with support of respective section heads.
4.	Maintenance of Computers, Printers, Scanners & all computer peripherals of RC.
5.	SMS package maintenance of RC & periodical recharge of the account with SMS.
6.	Preparation of draft advertisements, posters, portraits etc.
7.	Arrangements for web conference, and other Hqrs programmes
8.	Supervision of data entry w.r.t. admissions

9.	Support to F&A for GeM Portal
10.	Overall supervision of website updation
	Material Distribution assisted by Mr.Giri, SPA & Mr. K. Srinivas, Asst
11.	Printing of all important emails and put up to RD/ forwarding all emails to section heads of the sections
12.	RTI (Online), CP Grams, Swayam Prabha Channel
13.	Any other work assigned by the Regional Director from time to time.

7. Dr B. Laxminarayana, SO

Sl. No.	Activity Administration
1.	General Administration i.e, booking of taxi, Fire Safety arrangements, Housekeeping, Security, Manpower, Telephones, Internet etc., and processing of related payment bills.
2.	LTC, Tuition Fee reimbursement etc
3.	Empanelment of Hospitals, service providers for RC and their periodical renewals.
4.	Printing of registers, banners, and other promotional matters.
5.	Postage and BNPL arrangements, Insurance of property of IGNOU etc
6.	Legal matters, dealing with court cases, Public grievances (Other than students),
7.	Advertisement & publicity of matters of general nature and admission/exams related.
8.	Matters pertaining to RTI and their timely disposal in consultation with RD and other officials concerned.(Finance & Administration)
9.	Purchase of furniture and equipments for RC and LSCs as per norms.
10.	Implementation of GFR-2017 and GeM on all purchases/disposals.
11.	Ensuring compliance to all statutory requirements
12.	Arrangements for all meetings/workshops/seminars/Convocations etc planned by RC.
13.	Inward, Outward maintenance & Postages Assisted by Mrs. T. Madhavi, JAT
14.	Maintenance of Franking Machine and periodical recharge

Sl. No.	Activity
Finance & Accounts (RC & LSCs)	
1.	All the activities related to Finance and Accounts of RC.
2.	Processing of staff pay bills of RC
3.	Maintenance of Ledgers, Expenditure Control Registers of RC
4.	Maintenance of cash books –Plan, Non-Plan, Fee A/c
5.	Monthly, Quarterly and Annual Accounts of RC.
6.	Periodical preparation and submission of other reports on finance
7.	Receipt & accounting of revenue of fee, receipts and their remittances to HQ
8.	Bank Reconciliation Statements, Reconciliation of Fee Revenue received & remitted.
9.	Preparation of Budget Estimates/ Revised Estimates and seeking quarterly grants from Hqrs
10.	Correspondence with bank, liaison with bank
11.	TDS Regular–assessment, recovery, remittance to Govt.of India, return filing and
issue of related Form-16 & Form-16A to deductees.	
12.	TDS under GST Act-recovery, remittance and return filing, issue of certificates

13.	All matters concerning of Internal Audit, External Audit, liaison with audit.
14.	All correspondence with Hqrs/others on F&A matters.
15.	Planning and conduct of internal audit of all LSCs periodically.
16.	All the activities related to Finance and Accounts of RC and LSCs w.r.t, maintenance of records, staff training etc
17.	Internal Audit of LSCs.
18.	Any other work assigned by the Regional Director from time to time.

Assisted by Sri A.M.Giri, SPA & DW JAT

Dr B. Laxminarayana, SO will put up all the files through Dr. Y. Venkateshwarlu, ARD.
Sri A.M.Giri, SPA will report to EDP w.r.t material distribution activities and SO w.r.t. F&A activities. Mrs. Manjula, ASO will be the Cashier and Custodian of the cheques, petty cash, ledgers, and Cash Book.

8. Sh. P. Srinivas, AE(DP)

Sl. No.	Activity
1	Medical bills (including medical bills of retired staff)
2.	TA/DA bills
3	Monthly honorarium to LSC functionaries.
4	Monitoring/rendering services of data entry w.r.t. assignments, projects, & evaluation, etc.,
5	Validation of assignments entered by LSCs.
6	All the activities pertaining to Swayam Prabha Channel Based Counselling Sessions
7	Maintenance of Convocation Data & Printing of labels
8	Supporting activities pertaining to LMS Portal
9	Creation of User ID & Passwords to the LSCs/RC staff for entering TMA
10	Preparation of schedules for practicals/projects/seminars & uploading on website/communicating to the learners
11	IDMS Maintenance & Validation
12	Regular Live Operating & Troubleshooting of live Swayam Prabha CBCS
13	Creation & maintenance of database for practicals and project records
14	Any other work assigned by the Regional Director from time to time.

Sh. P. Srinivas, AE(DP) will put up all the files through Dr. Y. Venkateshwarlu, ARD

9. Sh. A.M. Giri, SPA

Sl. No.	Activity
1.	Matters relating to Library/Documentation
2.	Electronic Media files, Maintenance of recordings related to EMPC.
3.	Proposals for procurement of Library Books
4.	Annual stock verification of books, Pest control, Exhibition / Book Fairs
5.	Library Automation as per the guidelines of HQrs
6.	Warehouse and library maintenance
7.	Monitoring the dispatch of SLMs from RC's available stock.
8.	Receipt and accountable of the SLMs received if any from MPDD/other RCs/LSCs.

9.	Distribution of SLMs as per the database received from admission unit.
10.	Monitoring parcel services/ speed post in respect of SLMs.
11.	Stock maintenance and Annual Stock Verification of SLMs
12.	Maintenance of SLM ledgers.
13.	Procurement of items needed for smooth functioning of warehouse, packing, etc
14.	Record & custody of undelivered packages of SLMs and communication with learners
15.	Correspondence with students related to SLMs and programme guides etc –direct student queries/by post/ by email/ by phone etc.
16.	Attending Study material related I-Grams
17.	Procurement and Supply of stationery, computer stationery, envelops etc.
18.	AMC with various service providers of RC, periodical renewals & fresh empanelment.
19.	Repairs and Maintenance of Office Equipments/ Furniture and also repairs at LSCs
20.	Annual Stock Verification of assets at RC and LSCs.
21.	Need based Student Support services, data entry of Monitoring and Evaluation Units,
22.	Matters related to F & A in association with SO
23.	Any other work assigned by the Regional Director from time to time.

Assisted by Mr. K. Srinivas, Assistant.

10. Mrs. G.Srilatha, ASO

S. No.	Activity
1.	Obtaining of counselling schedules (Theory & Practicals) from the LSCs and put up for approval.
2	Need based Student Support services, data entry of Monitoring and Evaluation Units,
3	Any other work assigned by the Regional Director from time to time.

11. Mrs. Mrs. E. Manjula, ASO

S. No.	Activity
1.	Attending Phone at the Reception Counter
2	issue of Bona fide & Migration Certificates
3	Need based Student Support services, data entry of Monitoring and Evaluation Units,
4	Cashier and custodian of the cheques, petty cash, ledgers, Cash Book.
5	Any other work assigned by the Regional Director from time to time.

12. Mr. K. Srinivas, Assistant.

S. No.	Activity
1.	Assist in Information Counter as and when needed
2.	Assist in Material Distribution, Stock Maintenance, Data Entry in Monitoring, Evaluation Units.
3	Any other work assigned by the Regional Director from time to time.

13. Mrs. T. Madhavi, JAT

Sl. No.	Activity
1.	Inward & outward of letters, mails, etc., & Postage
2.	Need based data entry for Admissions, Evaluation, Monitoring Sections
3	Any other work assigned by the Regional Director from time to time.

14. Mrs. G. Lakshmi, MTS

Sl. No.	Activity
1.	Attending Phone at the Reception Counter
2.	Need based data entry for Admissions, Evaluation, Monitoring, F&A Sections
3	Any other work assigned by the Regional Director from time to time.

15. Mrs. P. Pushpamma, MTS

Sl. No.	Activity
1.	All the activities pertaining to MTS
2.	Any other work assigned by the Regional Director from time to time.

All the activities of the University (the work of schools, Divisions and centre/units) have to be implemented at the RC in the interest of the organization. Progress/work completion of the activities which are time bound, RD may assign the work to any official depending on the exigencies of the work.

Regional Director

To:

1. All officers and staff of the RC- Hyd.
2. Office Order file