

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Finance and Accounts Division**

Activities of Finance Officer's Secretariat

The following is the duties and responsibilities of FO's Secretariat:

- **To prepare briefings for the Finance Officer.**
- **To attend the telephonic inter-actions with officials of MHRD, CACT and other various outside organizations/institutions/departments of central ministries including IGNOU for arranging meetings and follow-up actions and to assist the Finance Officer.**
- **To maintain Inward & Outward registers/records of all files/papers forwarded through FO's Secretariat.**
- **To distribute the marked papers/files/documents to the concerned sections of Finance & Accounts Division.**
- **To maintain the Division's Imprest Money along with records.**
- **To correspond with all RCs/Divisions/Units/Schools/Centres of the University.**
- **To arrange and record the Minutes of the meetings of statutory committees like Finance Committee, Investment Committee, Budget Meetings and Staff meetings etc.**

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