

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Finance and Accounts Division

Activities of Fee Receipts & Investment Section:

1. Processing of valuables
2. Depositing of valuables
3. Seeking credits of valuables
4. Accounting remittances four times in a month.
5. Monthly statement including the fee received at HQ and received through ECS in Nodel Banks.
6. Maintaining data: Month-wise, Year-wise, Regional Centre-wise etc.
7. Carrying out the investments of the university for more than 672 crores.
8. Looking after the fee sharing cases
9. Fee refund cases.
10. Verification of credits of fee received from International Students.
11. Writing of Cash Book.
12. Bank Reconciliation of two banks viz. IDBI Bank & Indian Bank.
13. Transfer of Grants of Regional Centres.
14. Transfer of funds to Plan & N/Plan Accounts.

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SO (Fees & Invst)