

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

**Activities of Internal Admin Section:**

The following duties are performed:

1. To collect the Dak of F&AD from all the Schools/Divisions/Units/Centers/RCs & its Distribution to the concerned sections of F&AD.
2. To dispatch of Letters/Files/Parcels/Drafts to various Organizations including all Divisions/Schools/Centers/Units/RCs.
3. To deliver important letters/Annul Reports/Annual Accounts/Audit Replies to MHRD and Other Government Organisations through a Special Messenger.
4. To send the Absentee Statement of F&AD staff to the Registrar (Administration) daily by email.
5. To process the cases/files/proposals for engagement of Contractual/DW staff for various sections of F&AD and to correspond with the Admin Division in the matter.
6. To collect and distribution of Stationary/Furniture/Computer Stationary Items for the staff of F&AD.
7. Forwarding of Leave Applications with Medical Certificates of F&AD Staff to the Administration Division.
8. To conduct of Annual stock verification of entire F&AD in every year.
9. Preparation of monthly Muster Rolls of all Contractual/DW staff and its onward transmission to the Admin Division for arranging the payments.
10. Preparation of monthly Absentee Statement of regular Staff of F&AD and forward the same to the Salary Section.
11. Preparation of No Dues Certificate of left/retired/resigned cases on behalf of F&AD and onward transition to the Admin/ACD Division.

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DR/AR (Int. Admin)