

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Finance and Accounts Division

Activities of Salary Section:

The following is the duties and responsibilities of Salary Section.

1. Releasing of Salary to 1400 employees and 175 Consultants and 100 JRF/SRF/RTAs in three cycle i.e. 7th and 14th for consultant and 25th of each for regular employees.
2. Preparation of budget for Salary Section.
3. Preparation of Form 16/declaration form.
4. LTC leave encashment.
5. Releasing Pay Fixation arrears to regular employees.
6. Concurrence of pay fixation in respect of regular employees.
7. Filling of quarterly return of income tax.
8. Computerisation of Long Term/Short Term Advances & Maintenance of Broad Sheets & Long Term Advances
9. All Remittances work of salary deduction.

Contact Nos:011-29571207/29571220

AR (Salary) / SO (Salary)