

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**New Delhi- 110068**

**INFORMATION PUBLISHED  
IN  
PURSUANCE OF SECTION 4(1) (b)  
OF  
THE RIGHT TO INFORMATION ACT,  
2005**

**PUBLISHED ON 12/05/2006**

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### THE RIGHT TO INFORMATION ACT, 2005

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## CHAPTER II SECTION 4(1) OF RTI ACT 2005

### 1. *The particulars of its organisation, functions and duties.*

The Indira Gandhi National Open University, the largest mega university in the world, was established by an Act of Parliament in 1985. As on date, it serves the educational aspirations of about 2 million students in 34 countries, including India. The University offers 308 Certificate, Diploma, Degree and Doctoral programmes comprising around 1500 courses. Currently, it has eleven Schools of Studies and ten Divisions at the Headquarters and a network of 62 Regional Centres and more than 2300 Study Centres/Tele-learning centres to cater to the student requirements.

#### **Organisational Structure**

The President of India is the Visitor of the University. The Board of Management is the principal decision making body of the University. The authorities of the University include Board of Management, Academic Council, Finance Committee, Planning Board, Research Council, Distance Education Council and Schools of Studies. The overall functioning of the University is managed by these statutory authorities. Further details of the organisational structure are available at link [www.ignou.ac.in](http://www.ignou.ac.in)

#### **FUNCTIONS AND DUTIES**

As per the IGNOU Act, the University shall endeavour to advance and disseminate learning and knowledge by a diversity of means, including the use of any communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage Open University and Distance Education systems in the educational pattern of the country and to coordinate and determinate the standards in such systems. Further details are available at link [www.ignou.ac.in](http://www.ignou.ac.in)

### 2. *The powers and duties of its officers and employees.*

The Board of Management is the principle executive body of the University. The Vice Chancellor is the Chief Executive Officer of the University and is the ex-officio Chairperson of the Board of Management, the Academic Council, the Planning Board, the Research Council, the Finance Committee and the Distance Education Council. The Officers of the University include the Vice Chancellor, the Pro-Vice Chancellors, the Directors of Schools and Divisions/Centres/Institutes, the Registrars, the Finance Officer, and Librarian and Information Officer. These officers exercise the powers assigned to them by the IGNOU Act or those delegated under the Statute, Ordinances or the Financial code of the University and perform such functions as are assigned to them. The specific details are available at link [www.ignou.ac.in](http://www.ignou.ac.in)

3. *The procedure followed in the decision making process, including channels of supervision and accountability.*

The decisions are made under the provision of IGNOU Act, Statute, ordinances and the Financial Code, Administrative and Personnel Management Manual.

The **Board of Management** is the principal executive body of the University, empowered to look after the management and administration of the revenue, finances, and property of the University and the conduct of all administrative affairs.

The **Academic Council** decides academic policies of the University and gives directions on methods of instruction, evaluation, and improvement in academic standards.

The **Research Council** is responsible for the planning, management, organization and monitoring of Research Programmes.

The **Distance Education Council** has been entrusted with the primary responsibility of promoting, coordinating and determining standards in the open and distance education system in the country.

The Finance Committee has been entrusted with the responsibility of supervising the financial affairs of the University.

All the policy matters relating to the respective spheres of the above authorities are deliberated and their recommendations/decision are implemented with the approval of the Board of Management. The implementation of the decision is made by the hierarchal structure at the school/Division/Unit levels as indicated below:

### **I-Non-Academic Positions**

- 1) Junior Assistant cum Typist
- 2) Assistant/Sr. Assistant
- 3) Section Officer
- 4) Assistant Registrar
- 5) Deputy Registrar/Deputy Director
- 6) Joint Registrar
- 7) Head of the division
- 8) Pro Vice Chancellor
- 9) Vice-Chancellor
- 10) Board Of Management

### **II-Academic Position**

- 1) Lecturer
- 2) Reader
- 3) Professor

- 4) Director
- 5) Pro-Vice Chancellor
- 6) Vice Chancellor
- 7) Board Of Management

4. ***The norms set by it for the discharge of its functions.***

The functions are regulated by the IGNOU Act, Statutes, Ordinances, the Financial Code, Administrative and Personnel Management Manual and the Rules framed by the BOM. The Rules, Regulations and by laws framed by the Academic Council, Planning Board, Finance Committee, and Research Council are also significant policy framework for the discharge of its functions.

5. *The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.*

The following are the manuals/regulations approved by the BOM for discharge of University functions:

- i. Administrative and Personnel Management Manual
- ii. Financial Code
- iii. Delegation of Financial Powers
- iv. Admission Guidelines
- v. Academic Policies
- vi. Project Management Guidelines

6. *A statement of the categories of documents that are held by it or under its control.*

- i. Act, Statutes, Rules and Regulation
- ii. Annual Accounts and Annual Reports
- iii. IGNOU Profile
- iv. All records relating to the operations of the organisation

7. *The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.*

The Board of Management is the apex decision making body of the University and the Academic Council, the Planning Board and the Finance Committee are represented by eminent persons from industry, academic community, professional bodies and the nominees of the Govt. of India etc. who help in the formulation and implementation of the policies and programmes.

8. *A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.*

The composition of the authorities of the university has been briefly described under the heading organizational structure at serial 1 above. Further details are available at IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). The meetings of the bodies are open to members and special invitees only. The Minutes of the Board, Council, and Committees are available for reference in the IGNOU library at New Delhi and are also proposed to be put on the IGNOU website.

9. *A directory of its officers and employees:*



Names of officers/faculty, divisions/schools and telephone no's are available at IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) under the respective headings.

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

The information is as under:

S.No	Designation	Pay Band	Grade pay
<b>Group-'A' (Non-Academic)</b>			
1.	Vice Chancellor	75000(Fixed)	-
2.	Pro-Vice Chancellor	37400-67000	12000
3.	Registrar/Finance Officer/CPO/CVO/OSD	37400-67000	10000
4.	Director(CD)/Jt. Director(CD)/Production Officer	37400-67000	8900/10000
5.	Jt. Registrar/Jt. Director(Engg.)	37400-67000	8900
6.	Dy Registrar/Dy. Director(CD)/ CPRO/ Executive Er./Sr. Software Er.	15600-39100	8700/7600
7.	Security Officer/Maintenance Engg.	15600-39100	7600
8.	Sr. Graphic Artist	15600-39100	6600
9.	Assistant Registrar/Hindi Officer/Asstt. Engineer/ Software Engineer/Er. Incharge/Sr. Cameraman/ Graphic Artist/Liason Officer	15600-39100	5400/6600
10.	Hardware Engineer	15600-39100	5400
<b>Group-'A'(Academic)</b>			
11.	Director/Professor/RD(Sr. Scale)	37400-67000	10000
12.	Dy. Director/Reader(with 3 yrs experience)	37400-67000	9000
13.	Reader(with less than 3 yrs experience)	15600-39100	8000
14.	Lecturer(Sr. Scale)/Asstt. Director(Sr. Scale)/ Asstt. Regional Director(Sr. Scale)	15600-39100	7000
15.	Lecturer/Asstt. Director/Asstt. Regional Director	15600-39100	6000
<b>Group-'B'</b>			
16.	Section Officer/Sr. P.A./Programmer/ Translation Officer/Sr. Production Asstt./ Sr. Tech. Asstt./Cameraman/Asstt. Graphic Artist/ Horticulturist	9300-34800	4200
<b>Group-'C'</b>			
17.	Professional Asstt./Security Supervisor/Draftsman/ DEO/Sr. Translator/Jr. Engineer/Production Asstt./ Jr. Graphic Artist/Tech. Asstt./Set Designer/ Floor Asstt./Research Asstt./Sr. Asstt./PA-II	9300-34800	4200
18.	Semi-Prof. Asstt./Proof Reader/Technician/ Horticulture Asstt.	5200-20200	2800

19.	Lab. Asstt./Electrician/Carpenter/Work Asstt./ Assistant/Stenographer	5200-20200	2400
20.	Mason/Wireman/Plumber	5200-20200	2000
21.	Xerox Operator/Lib. Attendant/Driver/ Dispatch Rider/Lab Attendant/JAT/Headmali	5200-20200	1900
<b>Group-D</b>			
22.	Attendant/Helper/Mali/Cook/Helper-cum-Cleaner	4400-7440	1300

Allowances are also admissible to the above positions as prescribed by the University from time to time.

11. *The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.*

The Annual Budget and Annual Accounts are finalized with the approval of Finance Committee and Division-wise/School-wise/Activity-wise allocation of funds is made. The disbursements are made by the IGNOU Head Quarters or through the Regional Centre and Study Centres, which are finally recorded in the Annual Accounts.

12. *The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.*

IGNOU does not operate any subsidy programmes.

13. *Particulars of recipients of concessions, permits or authorisations granted by it.*

No such scheme is prevalent in the University.

14. *Details in respect of the information, available to or held by it, reduced in an electronic form.*

The information is stored in the related files and documents and steps are being initiated to put it on the website. However, important information about functions and activities being performed is available in electronic form on the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

15. *The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.*

Citizens have the facility to obtain information from the **Chief PRO**, and **Student Information Centre**. The University observes five working days a week from Monday-Friday and follows the holidays pattern of the Govt. of India at the Headquarters at Delhi while in the Regional Centres provision exists for adjustment of some holidays as per the local importance. The working hours of the University are from 09.30 a.m. to 06.00 p.m.

IGNOU has its **Central library** located in the H.Q. at Maidan Garhi, New Delhi and library facilities are also available to the IGNOU students at its Regional Centres and Study Centres located throughout the country.

Request for information can also be made with the nearest Regional Director. Regional Centre wise details are given at IGNOU web site at [www.ignou.ac.in](http://www.ignou.ac.in) Regional Director will pass on such requests to the H.Qrs. for necessary action.

16. *The names, designations and other particulars of the Public Information Officers and the Appellate authorities*

*In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the University have been designated as the Public Information Officers and the Appellate authorities:*

**Name of the Public Information Officers/Appellate Authorities**

S. No.	Subjects covered	Name of the Division/Regional Centre	Name of the Public Information Officer	Telephone No.	Name of Appellate Authority	Telephone No.
1.	All matters relating to student Evaluation Division(SED)	<b>Student Evaluation Division(SED)</b>	Dr.D.C Deputy SED .Sharma, Registrar,	29536215  29534429 (Fax)	Registrar(SED)	29535828  29532482  29534429 (Fax)
2.	All matters relating to students Registration Division(SRD).	<b>Student Registration Division(SRD)</b>	Sh. G. V. Raju  Deputy Registrar	29532741  29532686 (Fax)	Registrar(SRD)	29532741  29571316  29532686 (Fax)

3.	All matters relating to Distance Education Council	<b>Distance Education Council(DEC)</b>	Shri Anil Karwal, Assistant Registrar	29535934 29536668 (Fax)	Director(DEC)	29533340 29536668 (Fax)
4.	All matters relating to AC Division.	<b>Academic Coordination Division(ACD)</b>	Shri D.V.S. Shastri, Dy. Registrar	29531112 29533417 (Fax)	Director(ACD)	29534231 29533417 (Fax)
5.	All matters relating to MPDD	<b>Material Production and Distribution Division(MPDD)</b>	Sh. C.P. Ahuja Asstt. Registrar	29572004 29535083 (Fax)	Registrar(MPDD)	29532450 29535083 (Fax)
6.	All matters relating to EMPC	<b>Electronic Media Production Centre(EMPC)</b>	Sh. S. C. Katoch Asst . Registrar	29534360 29533079 (Fax)	Director(EMPC)	29534299 29533079 (Fax)
7.	All matters relating to CMD	<b>Construction and Maintenance Division(Civil)</b>  <b>Construction and Maintenance Division(Electrical)</b>	Shri Sanjay Bansal Asst Ex-Engineer(Civil)  Sh.U.P.Sharma Ex-Engineer(Electrical)	29534102	CPO(CMD)	29532510 29533763(Fax)
8	All matters relating to CDU	<b>Campus Development Unit(Elec)</b>  <b>Campus Development Unit(Civil)</b>	Sh. Ratan Singh Ex. Engineer(Elec.)  Sh. Y. Nooruddin Asstt. Ex. Er.(Civil)	29535178 29572304  29571839	Chairman(CDU)	29535088 29571838
8.	All matters relating to vigilance	<b>Vigilance Cell</b>	Sh.N. K. Jha  OSD	29534151	CVO(Vigilance Cell)	29534151
9.	All matters relating to Finance & Accounts Division	<b>Finance &amp; Accounts Division</b>	Sh.K.L.Junega, Deputy Registrar	29535826 29571215	Finance Officer	29532220 29571216 29536267(fax)
10.	All matters relating to Computer Division	<b>Computer Division</b>	Dr. S. C. Mamgain, Assistant Registrar	29533723	Head(CD)	29533723, 29533076 (Fax)
11.	All matters relating to International Division	<b>International Division</b>	Sh.Kamal Dev Assistant Registrar	29535258	Director(ID)	29533987 29535502(Fax)

12.	All matters relating to Administration Division.	<b>Administration Division</b>	Sh. V. S. Patwal, Assistant Registrar	29571403 29532312 (Fax)	Registrar(Admn.)	29532098 29532312 (Fax)
13.	All matters relating to Regional Services Division (Headquarters)	<b>Regional Services Division</b>	Dr. T. R. Srinivasan Jt. Director	29533465 29533062 (Fax)	Director(RSD)	29535399 29533062 (Fax)
14.	All matters relating to SOMS.	<b>School of Management Studies</b>	Ms. Neeta Sethi Asstt. Registrar	29573038	Director(SOMS)	29532073 29573001 29532078(fax)
15.	All matters relating to SOH.	<b>School of Humanities</b>	Mrs. Parvesh Jain Asstt. Registrar	29572799	Director(SOH)	29572751 29536441 29532175(fax)
16.	All matters relating to SOGDS.	<b>School of Gender and Development Studies</b>	Ms. Maya Kumari Assistant Registrar	29573099	Director(SOGDS)	29532965 29573095
17.	All matters relating to PIU.	<b>Public Information Unit</b>	Sh. Ravi Mohan CPRO	29532321 29572515	Registrar (Admin)	
18.	All matters relating to P&DD.	<b>Planning and Development Division</b>	Ms. Suman Taneja Asstt. Registrar	29533139 29572409	Director(P&DD)	29533139 29572422 29534228(fax)
19	All matters relating to SOE .	<b>School of Education</b>	Sh. S.S. Venkatachalam Asstt. Registrar(P)	29572937	Director(SOE)	29534183 29572832 29532167(fax)
20.	All matters relating to SOTHMS .	<b>School of Tourism and Hospitality Management Studies</b>	Mrs. Geeta Sharda Asstt. Registrar	29571106 29534451	Director(SOTHSM)	29534451 29571112
21.	All matters relating to SOL.	<b>School of Law</b>	Mr. Manjeet Malhotra Asstt. Registrar	29572980	Director(SOL)	29531115 29572982

22	All matters relating to NCDS.	<b>National Centre for Disability Studies (NCDS)</b>	Ms Shanti Ramachandran  Assistant Registrar	29531574  29573079	Director(NCDS)	29535124  29572991  29535125(fax)
23	All matters relating to EDNERU.	<b>EDNER Unit</b>	Sh. Nagender Pal Singh  Assistant Registrar	29572410	Deputy Director (EDNERU)	29534034  29534995 (Fax)
24	All matters relating to CCETC.	<b>Centre for Corporate Education Training &amp; Consultancy (CCETC)</b>	Sh. Vivek Sharma  Assistant Registrar	29572107	Director/OSD(CCETC)	29536975  29572108  29536391 (Fax)
25	All matters relating to CPMS.	<b>Centre for Paramedical Sciences (CPMS)</b>	Sh. O.P. Kaushal  Section Officer	29572115	Director(CPMS)	29572113, 29572115
26	All matters relating to SOPVA.	<b>School of Performing and Visual Arts (SOPVA)</b>	Sh. S.B. Thapa  Section Officer	29571994	Director(SOPVA)	29571991  29534840  29536330 (Fax)
29	All matters relating to Library and Documentation Division	<b>Library &amp; Documentation Division(L&amp;DD)</b>	Ms. Surekha Mittimani  Assistant Registrar	29532797  29571901	Director(L&DD)	29532797  29571907  29533393(fax)
30	All matter relating to STRIDE	<b>Staff Training &amp; Research Institute of Distance Education(STRIDE).</b>	Ms. Rosamma George  Assistant Registrar	29572618	Director(STRIDE)	29535399  29572606  29533073(fax)

31	All matter relating to Student Support Centre	<b>Student Support Centre(SSC)</b>	Sh. D. P. Bhagat Assistant Registrar	29533869 29533870	Director(SSC)	29535714 29572513 29533129(fax)
32	All matter relating to IUC	<b>Inter University Consortium(IUC)</b>	Ms. Rajni A. Jeet Assistant Registrar	29571518 29531001(fax)	Director(IUC)	29533305 29571516 29531001(fax)
33	All matter relating to SOITDS	<b>School of Inter-Disciplinary and Trans-Disciplinary Studies(SOITDS).</b>	Sh. D. K. Verma Assistant Registrar	29573373	Director(SOITDS)	29533767 29571115
34	All matter relating to SOJNMS	<b>School of Journalism and New Media Studies(SOJNMS).</b>	Sh. G. N. Prasad Assistant Registrar	29571108	Director(SOJNMS)	29534692 29571105
35	All matter relating to SOTST	<b>School of Translation Studies and Training(SOTST)</b>	Ms. Lalita Sharma Assistant Registrar	29573074	Director(SOTST)	29533549
36	All matter relating to SOSS	<b>School of Social Sciences(SOSS)</b>	Ms. Kailash Saluja Assistant Registrar	29572702 29534336	Director(SOSS)	29572701 29534336 29533875(fax)
37	All matters relating to SOFL	<b>School of Foreign Languages(SOFL)</b>	Dr. Jagdish Singh Assistant Registrar	29534403	Director(SOFL)	29534403 29572769

38	All matters relating to SOS	<b>School of Scinces(SOS)</b>	Ms. Meera Day Assistant Registrar	29572833	Director(SOS)	29535519 29532056 29534227(fax)
39	All matters relating to SOCE	<b>School of Continuing Education(SOCE)</b>	Ms. Renu Katyal Assistant Registrar	29572950	Director(SOCE)	29536347 29572946 29532313(fax)
40	All matters relating to SOSW	<b>School of Social Works(SOSW)</b>	Ms. Neelam Kohli Assistant Registrar	29572954	Director(SOSW)	29532467 29534359
41	All matters relating to SOVET	<b>School of Vocational &amp; Education Training(SOVET)</b>	Sh. G. S. Bhandari Assistant Registrar	29571110 29534393	Director(SOVET)	29536982 29571118 29532993(fax)
42	All matters relating to SOEDS	<b>School of Extension &amp; Development Studies(SOEDS)</b>	Mrs. Santosh Gogia Assistant Registrar	29571986	Director(SOEDS)	29534373 29571983
43	All matters relating to SOA	<b>School of Agriculture(SOA)</b>	Ms. Jyoti Kumar Assistant Registrar	29572977 29534773	Director(SOA)	29533167 29572974 29533167(fax)
44	All matters relating to SOET	<b>School of Engineering &amp; Technology(SOET)</b>	Sh. A. S. Chhatwal Assistant Registrar(P)	29572929	Director(SOET)	29532863 29572916 29534529(fax)



45	All matters relating to NCIDE	<b>National Centre for Innovations in Distance Education(NCIDE)</b>	Mrs. Nishi Saxena Assistant Registrar	29572970	Director(NCIDE)	29536413 29572965 29536398(fax)
46	All matters relating to CEE	<b>Centre for Extension Educaton(CEE)</b>	Sh. Harish Gujral Assistant Registrar	29571825	Director(CEE)	29534104 29572225
47	All matters relating to SOHS	<b>School of Health Sciences(SOHS)</b>	Mrs. Anita Kumari Raj Section Officer	29572802	Director(SOHS)	29533078 29572801 29534935(fax)
48	All matters relating to SOCIS	<b>School of Computer &amp; Information Sciences(SOCIS)</b>	Sh. Mahesh Chand Assistant Registrar	29572902	Director(SOCIS)	29533436 29572901 29534542(fax)
49	All matter relating to Research Unit(RU)	<b>Research Unit(RU)</b>	Sh. Ravish Nagpal Sr. Assistant	29571523	Director(RU)	29571525 29534326
50	All matters relating to Horticulture Cell	<b>Horticulture Cell</b>	Sh. Himanshu Mishra Horticulturist	29572430	Charman Horticulture Cell	29533166 29572430
51	All matters relating to Community College Unit	<b>Community College Unit(CCU)</b>	Dr. C. K. Ghosh Nodal Officer(CCU)	29572961	Prof. Latha Pillai Pro-Vice Chancellor	29534185 29571814 29534187(fax)

52	All matters relating to RC(Hyderabad) .	<b>RC Hyderabad, IGNOU</b> IGNOU Regional Centre Plot No.207 Kavuri Hills, Phase-II Near Madhapur Police Station Jubilee Hills (P.O.) Hyderabad – 500 033. <a href="mailto:hyd2_ignourch@sancharnet.in">hyd2_ignourch@sancharnet.in</a> , <a href="mailto:rchyderabad@ignou.ac.in">rchyderabad@ignou.ac.in</a> ,	Regional Director	(D) 040-40266479 (G) 040-40266470 (G) 040-40266471 (G) 040-40266478 (F) 040-40266759	Director Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
53	All matters relating to RC(Port Blair).	<b>RC Port Blair,IGNOU and MPDD</b> JNR Campus Port Blair -744104 Andaman & Nicobar Islands <a href="mailto:rc_portblair@rediffmail.com">rc_portblair@rediffmail.com</a> ,	Regional Director	(D) 03192-242888 (G) 03192-230111	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
54	All matters relating to RC(Itanagar)	<b>RC Itanagar, IGNOU</b> 'Hornhill Complex' 'C' Sector (Near Central School) Naharlagun, Itanagar - 791110 Arunachal Pradesh. <a href="mailto:ignou_itanagar@yahoo.com">ignou_itanagar@yahoo.com</a> , <a href="mailto:rd_itanagar@rediffmail.com">rd_itanagar@rediffmail.com</a> , <a href="mailto:ignou_itanagar@rediffmail.com">ignou_itanagar@rediffmail.com</a> ,	Regional Director	(D) 0360-2247536 (G) 0360-2247538 (F) 0360-2247537 (R) 0360-2247539	Prof. K. R. Srivathsan  PVC	011-29571719
55	All matters relating to RC(Guwahati) .	<b>RC Guwahati, IGNOU</b> Navagiri Road, 1st Bye-Lane Chandmari, Guwahati - 781003 Assam. <a href="mailto:grcignou@sancharnet.in">grcignou@sancharnet.in</a> , <a href="mailto:rd_guwahati@rediffmail.com">rd_guwahati@rediffmail.com</a> , <a href="mailto:vardhini08@hotmail.com">vardhini08@hotmail.com</a>	Regional Director	(D) 0361-2343785 (G) 0361-2343786 (G) 0361-2343771 (T/F)0361-2343784	Prof. K. R. Srivathsan  PVC	011-29571719
56	All matters relating to RC(Patna).	<b>RC Patna, IGNOU</b> 2nd floor, BISCOMAUN Towar, West Gandhi Maidan Patna- 800 001. Bihar. <a href="mailto:ignourcpatna@gmail.com">ignourcpatna@gmail.com</a>	Regional Director	(D) 0612-219539 (G) 0612-219541 (F) 0612-219538	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)

57	All matters relating to RC(Delhi-1) .	<b>RC Delhi-1, IGNOU</b> IGNOU Regional Centre (Delhi-1) J2/1 , Block B1, Mohan Co-operative Industrial Estate, (Near Mohan Estate Metro Station) Mathura Road, New Delhi – 110 044  <a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a> <a href="http://www.ignourcdelhi1.in">www.ignourcdelhi1.in</a>	Regional Director	(D) 011-26990082 (G) 011-26990083  (F) 011-26990084	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
58	All matters relating to RC(Ahmedabad).	<b>RC Ahmedbad , IGNOU</b> Opp. Nirma Institute of Technology Sarkhej - Gandhinagar Highway Chharodi, Ahmedabad-382481 Gujarat. <a href="mailto:rcignouahd@yahoo.com">rcignouahd@yahoo.com</a>	Regional Director	(D) 02717-242975 (A/c)02717-242976 (G) 02717-241370 (G) 02717-241379 (F) 02717-241580	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
59	All matters relating to RC(Karnal).	<b>RC Karnal, IGNOU</b> Old Govt. College Campus Railway Road, (Opp. Liberty) Karnal - 132001 Haryana. <a href="mailto:ignouregionalcentrekarnal@yahoo.com">ignouregionalcentrekarnal@yahoo.com</a>	Regional Director	(D) 0184-2260075 (G) 0184-2271514 (F) 0184-2255738	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
60	All matters relating to RC(Shimla) .	<b>RC Shimla, IGNOU</b> IGNOU Regional Centre Chauhan Niwas Khalini Shimla – 171 002 sml_ignoures@sancharnet.in, dgnegi@gmail.com, www.ignousml.ac.in	Regional Director	(F/T) 0177-2624611 (G) 0177-2624613 (G) 0177-2624612 (G) 0177-2625843	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
61	All matters relating to RC(Jammu).	<b>RC Jammu, IGNOU</b> P.B. No. 106 1 <sup>st</sup> Floor, Aurobindo Block Govt. SPMR College of Commerce, Canal Road, Jammu – 180 001 Jammu & Kashmir. jammurc12@rediffmail.com, www.ignourcjmu.nic.in	Regional Director	(D) 0191-2579572 (G) 0191-2546529 (F) 0191-2561154	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)

62	All matters relating to RC(Bangalore) .	<b>RC Bangalore, IGNOU</b> No. 293, 39 <sup>th</sup> Cross 8 <sup>th</sup> Block, Jaya Nagar Bangalore-560 082 Karnataka.  <a href="mailto:ignourcblr@gmail.com">ignourcblr@gmail.com</a> , <a href="mailto:ignourcblr@eth.net">ignourcblr@eth.net</a> , <a href="mailto:ignoublr@bgl.vsnl.net.in">ignoublr@bgl.vsnl.net.in</a> , <a href="http://www.rcbangalore-ignou.edu.in">www.rcbangalore-ignou.edu.in</a>	Regional Director	(D) 080-26639711 (G) 080-26654747 (G) 080-26657376 (F) 080-26644848	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
63	All matters relating to RC(Cochin) .	<b>RC Cochin, IGNOU</b> Kaloor, Cochin-682 017 Kerala. Cochin – 682 017  <a href="mailto:igr14@vsnl.net">igr14@vsnl.net</a> , <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a> ,	Regional Director	(D) 0484-2533021 (G) 0484-2340203 (G) 0484-2348189 (RCL)0484-2330891 (F) 0484-2340204	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
64	All matters relating to RC(Bhopal).	<b>RC Bhopal, IGNOU</b>  Sanchi Complex Opp. Board of Secondary Education, Shivaji Nagar Bhopal - 462 016 Madhya Pradesh.  <a href="mailto:ignoubhopal@rediffmail.com">ignoubhopal@rediffmail.com</a> , <a href="mailto:ignou_bhopal@yahoo.com">ignou_bhopal@yahoo.com</a> ,	Regional Director	0755-2578452 0755-2578455 0755-2578454 (Fax)	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
65	All matters relating to RC(Pune).	<b>RC Pune, IGNOU</b> 1st Floor, MSFC Building 270, Senapati Bapat Road Pune - 411016. Maharashtra. <a href="mailto:ignourcpune42@vsnl.net">ignourcpune42@vsnl.net</a> ,	Regional Director	(D) 020-5671867 (G) 020-5651321 (F) 020-5671864	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
66	All matters relating to RC(Imphal).	<b>RC Imphal, IGNOU</b> Asha Jina Complex North AOC, Imphal-795001 Manipur <a href="mailto:ignouimp@rediffmail.com">ignouimp@rediffmail.com</a> , <a href="mailto:rd_imphal@rediffmail.com">rd_imphal@rediffmail.com</a> , <a href="http://www.ignouimp.org.in">www.ignouimp.org.in</a>	Regional Director	(D) 0385-2421191 (G) 0385-2421190 (F) 0385-2421192	Prof. K. R. Srivathsan  PVC	011-29571719

67	All matters relating to RC(Shillong).	<b>RC Shillong, IGNOU</b> Sunny Lodge, Nongthymmi Nongshillang, Shillong-793 014 Meghalaya. <a href="mailto:ignou18@sancharnet.in">ignou18@sancharnet.in</a> ,	Regional Director	(D) 0364-521271 (G) 0364-521117 (F) 0364-521271	Prof. K. R. Srivathsan  PVC	011-29571719
68	All matters relating to RC(Aizwal).	<b>RC Aizwal, IGNOU</b> Lalbuaia Building, M.G. Road Khatla (Near Central YMCA Office), Aizawl - 796001 Mizoram.  <a href="mailto:rd_aizwal@rediffmail.com">rd_aizwal@rediffmail.com</a> , <a href="mailto:dmstluanga@yahoo.co.in">dmstluanga@yahoo.co.in</a> ,	Regional Director	0389-2311692 0389-2311693 0389-2311789 (Fax)	Prof. K. R. Srivathsan  PVC	011-29571719
69	All matters relating to RC(Kohima).	<b>RC Kohima, IGNOU</b> N.H. 39, Opp. Dzuwuru I.O.C. (Mhonkhola) Kohima - 797001 Nagaland. <a href="mailto:rd_kohima@rediffmail.com">rd_kohima@rediffmail.com</a> ,	Regional Director	(D) 0370-241904 (G) 0370-241903 (F) 0370-241905	Prof. K. R. Srivathsan  PVC	011-29571719
70	All matters relating to RC(Bhubaneswar).	<b>RC Bhubaneswar, IGNOU</b> C-1, Institutional Area Bhubaneswar-751 013 Orissa.  rcbhubaneswar@ignou.ac.in, <a href="mailto:ankitsk@hotmail.com">ankitsk@hotmail.com</a> ,	Regional Director	(D) 0674-2301352 (AR)-0674-2300310 (G) 0674-2301250 (G) 0674-2301348 (F) 0674-2300349	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
71	All matters relating to RC(Khanna).	<b>RC Khanna, IGNOU</b> I.T.I. Building, Bulepur(District Ludhiana) Khanna - 141401. Punjab. <a href="mailto:ignoukhanna@yahoo.co.in">ignoukhanna@yahoo.co.in</a>	Regional Director	<b>(D) 01628-236361</b> Fax: 01628-238284 Enquiry: 01628-229993,237361	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
72	All matters relating to RC(Jaipur).	<b>RC Jaipur, IGNOU</b>  70/79-84, Sector - 7, Patel Marg, Mansarovar Jaipur - 302020. Rajasthan.	Regional Director	0141-2785750  0141-2784043  0141-2785730 (Fax)	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
73	All matters relating to RC(Gangtok).	<b>RC Gangtok, IGNOU</b> Tadong Gangtok - 737102 Sikkim.	Regional Director (I/C)	(D) 0359-2270923 (G) 0359-2209995 (G) 0359-2270364	Prof. K. R. Srivathsan  PVC	011-29571719

		slg_nougkrc@sancharnet.in, rd_gangtok@rediffmail.com, rc_gangtok@sify.com,		(F-PO) 0359-02707 (F-Pvt)0359-270696		
74	All matters relating to RC(Chennai) .	<b>RC Chennai, IGNOU</b> C.I.T. Campus, Taramani, Chennai- 600 113 Tamil Nadu.  <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a> , <a href="mailto:rgnldirector@yahoo.co.in">rgnldirector@yahoo.co.in</a> ,	Regional Director	(D) 044-22542488 (AR) 044-22542121 (G) 044-22541919 (G) 044-22542727 (F) 044-22542828	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
75	All matters relating to RC(Agartala).	<b>RC Agartala, IGNOU</b> M.B.B. College Compound P.O. Agartala College Agartala - 799004. Tripura. <a href="mailto:rd_agartala@rediffmail.com">rd_agartala@rediffmail.com</a>	Regional Director	<b>(D) 0381-2519391</b> (G) 0381-2516714 (G) 0381-2516715 <b>(F) 0381-2516266</b>	Prof. K. R. Srivathsan  PVC	011-29571719
76	All matters relating to RC(Lucknow).	<b>RC Lucknow, IGNOU</b> B-1/33, Sector-H Aliganj, Lucknow-226 024 Uttar Pradesh. <a href="mailto:ignoulko@sancharnet.in">ignoulko@sancharnet.in</a> ,	Regional Director	0522-2364893  0522-2364889 (Fax)	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
77	All matters relating to RC(Kolkata) .	<b>RC Kolkata, IGNOU</b> Bikash Bhawan 4th floor, North Block Bidhan Nagar, Kolkata-700 091 West Bengal. <a href="mailto:ignourd28@yahoo.com">ignourd28@yahoo.com</a> , <a href="mailto:rd28cal@rediffmail.com">rd28cal@rediffmail.com</a> ,	Regional Director	(D) 033-23592719 (G) 033-23349850 (F) 033-23347576 (LAB) 033-23589323	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
78	All matters relating to RC(Delhi-2).	<b>RC Delhi-2, IGNOU</b> Gandhi Smriti and Gandhi Samiti Rajghat New Delhi - 110002 <a href="mailto:ignourd2@ndf.vsnl.net.in">ignourd2@ndf.vsnl.net.in</a> , <a href="mailto:ignourcd2@rediffmail.com">ignourcd2@rediffmail.com</a> ,	Regional Director	<b>(D) 011-23392374</b> (G) 011-23392376 (G) 011-23392377 (F) 011-23392375	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)

79	All matters relating to RC(Srinagar).	<b>RC Srinagar, IGNOU</b> Mantoo House, Raj Bagh Near Masjid Al-Farooq Srinagar – 190 008 Jammu & Kashmir.	Regional Director	<b>(D) 0194-2311258</b> <b>(G) 0194-2311251</b> <b>(F) 0194-231125</b>	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
80	All matters relating to RC(Dehradun).	<b>RC Dehradun, IGNOU</b> Nanoor, Khera, Tapovan, Raipur Road, Dehradun – 248 001 Uttaranchal.  ignoudn@hotmail.com, dimrianilk2002@yahoo.co.in	Regional Director	(D) 0135-2789205 (G) 0135-2789200 (G)-0135-2789180 TC-0135-2789203 (F) 0135-2789190 (R) 0135-2720407	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)

81	All matters relating to RC(Ranchi).	<b>RC Ranchi, IGNOU</b> 457/A, Ashok Nagar Ranchi - 834002 Jharkhand. <a href="mailto:ignouranchi@yahoo.com">ignouranchi@yahoo.com</a> , <a href="mailto:rcranchi@gmail.com">rcranchi@gmail.com</a>	Regional Director	(D) 0651-2244677 (G) 0651-2244688 (G) 0651-2244699 (F) 0651-2244400	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
82	All matters relating to RC(Raipur).	<b>RC Raipur, IGNOU</b> IGNOU Regional Centre Rest House & EM Office Hall Sector-1 Shankar Nagar Raipur – 492 007 <a href="mailto:subrcrajkot@yahoo.co.in">subrcrajkot@yahoo.co.in</a> , <a href="mailto:drsganesan@rediffmail.com">drsganesan@rediffmail.com</a>	Regional Director	(D) 0771-2445839 (G) 0771-4056508	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
83	All matters relating to RC(Jabalpur).	<b>RC Jabalpur, IGNOU</b>  IGNOU SC Building 2nd Floor, Raj Sekhar Bhawan Arts Building, Rani Durgavati Vishvavidhyalaya Campus Pachpedhi, Jabalpur - 482001 Madhya Pradesh. <a href="http://www.ignoujabalpur.in">www.ignoujabalpur.in</a>	Regional Director (I/C)	(D) 0761-6533569 (G) 0761-2600441 (F) 0761-2609919	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)
84	All matters relating to RC(Koraput).	<b>RC Koraput, IGNOU</b> District Agriculture Office Road Koraput - 764020 Orissa. <a href="mailto:ignou_koraput@rediffmail.com">ignou_koraput@rediffmail.com</a> ,	Regional Director (I/C)	(D) 06852-251535 (G) 06852-251063 (G) 06852-252982 (F) 06852-252503	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399  29533062 (Fax)



85	All matters relating to RC(Darbhanga).	<b>RC Darbhanga, IGNOU</b> Lalit Narayan Mithila University Kameshwaranagar Darbhanga – 846 004  srcdarbhanga@yahoo.com,	Regional Director	(D) 06272-250719 (G) 06272-251833 (F) 06272-253719	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
86	All matters relating to RC(Aligarh).	RC Aligarh, IGNOU IGNOU Regional Centre 3/310, Marris Road Aligarh – 202 001 <a href="mailto:rcaligarh@ignou.ac.in">rcaligarh@ignou.ac.in</a>	Regional Director (I/C)	(D) 0571-2701365 (G) 0571-2700120	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
87	All matters relating to RC(Chandigarh).	<b>RC Chandigarh</b> C/o IGNOU Study Centre-0602 Deptt. of Correspondence Studies Punjab University Chandigarh <a href="mailto:ignouchd@gmail.com">ignouchd@gmail.com</a>	Regional Director	(D) 01628-229994 (G) 01628-229993 01628-237361	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
88	All matters relating to RC(Delhi-3) .	RC Delhi-3 <i>(operating from RC-Delhi-1)</i> IGNOU Regional Centre (Delhi-3) 52, Institutional Area Near Batra Hospital Tughlakabad New Delhi – 110 062	Regional Director	011-29572004 011-29535083(Fax)	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
89	All matters relating to RC(Jorhat).	RC Jorhat	Regional Director		Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
90	All matters relating to RC(Madurai).	RC Madurai IGNOU Regional Centre CSI Institutional Campus TPK Road (NH-7) Paumalai Madurai - 625 004 <a href="mailto:ignoumadurai@yahoo.co.in">ignoumadurai@yahoo.co.in</a> , <a href="http://www.ignoumadurai.org">http://www.ignoumadurai.org</a>	Regional Director	(D) 0452-2380387 (G) 0452-2370588 (F) 0452-2370733	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)

91	All matters relating to RC(Nagpur).	RC Nagpur IGNOU Regional Centre Gurunanak Bhawan Near Nagpur University Amaravati Road Nagpur-440033 <a href="mailto:rcnagpur@ignou.ac.in">rcnagpur@ignou.ac.in</a> , <a href="mailto:ignounagpur@gmail.com">ignounagpur@gmail.com</a> ,	Regional Director		Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
92	All matters relating to RC(NOIDA).	RC Noida IGNOU Regional Centre (Noida) Gandhi Smriti & Darshan Samiti Rajghat New Delhi – 110 002 <a href="mailto:rcnoida@ignou.ac.in">rcnoida@ignou.ac.in</a> , <a href="mailto:gulab_jha@yahoo.co.in">gulab_jha@yahoo.co.in</a> ,	Regional Director		Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
93	All matters relating to RC(Panaji).	RC Panaji (Goa) IGNOU Regional Centre Behind Chodankar Hospital Near P&T Staff Qtrs. Off. Mapusa-Panaji Road Porvorim-403521 Goa Goa, Districts of Belgaum, Dharwad and Uttara Kannada <a href="mailto:mssparthasarathy@yahoo.com">mssparthasarathy@yahoo.com</a>	Regional Director	(D) (G) (F) 0832-2462315 (SC-Panaji)	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
94	All matters relating to RC(Raghunathganj).	RC Raghunathganj IGNOU Regional Centre Amiyabala Bhawan Vill-Sanyasidanga P.O. Barala PS-Raghunathganj Dist-Murshidabad West Bengal – 742235 (RD has requested to send all the communication through e-mail as the address is not fully operational) <a href="mailto:srajarao@ignou.ac.in">srajarao@ignou.ac.in</a> , <a href="mailto:drsrajarao@gmail.com">drsrajarao@gmail.com</a> ,	Regional Director		Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
95	All matters relating to RC(Rajkot).	RC Rajkot <a href="mailto:subrcrajkot@yahoo.co.in">subrcrajkot@yahoo.co.in</a> , <a href="mailto:drsganesan@rediffmail.com">drsganesan@rediffmail.com</a> ,	Regional Director	(D) 0281-2572988	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
96	All matters relating to RC(Siliguri).	RC Siliguri IGNOU Regional Centre Sub Has Pally Siliguri – 734 001 <a href="mailto:siligurisubrc@yahoo.co.in">siligurisubrc@yahoo.co.in</a> <a href="mailto:rccsiliguri@ignou.ac.in">rccsiliguri@ignou.ac.in</a>	Regional Director	(D) 0353-2526829 (G) 0353-2526818 (F) 0353-2526819	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)

97	All matters relating to RC(Trivandrum) .	RC Trivandrum <a href="mailto:ignourctrivandrum@gmail.com">ignourctrivandrum@gmail.com</a> <a href="mailto:rctrivandrum@ignou.ac.in">rctrivandrum@ignou.ac.in</a> ,	Regional Director	(D) 0471-2590600 (G) 0471-2590300	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
98	All matters relating to RC(Varanasi).	RC Varanasi <a href="mailto:ignousrc.vns@gmail.com">ignousrc.vns@gmail.com</a> , <a href="mailto:ignousrc.vns@rediffmail.com">ignousrc.vns@rediffmail.com</a>	Regional Director	(D) 0542-2368022 (G) 0542-2368622 (F) 0542-2369629	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
99	All matters relating to RC(Vijaywada) .	RC Vijaywada IGNOU Regional Centre 1st Floor SKPW Hindu High School Kothapetha Vijayawada - 520001 <a href="mailto:ignourcvijayawada@gmail.com">ignourcvijayawada@gmail.com</a>	Regional Director	(D) 0866-2565253 (D) 0866-2565959 (F) 0866-2565353	Director, Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110068	29535399 29533062 (Fax)
100	All matters relating to NECRD, Guwahati .	NECRD, Guwahati	Dy. Director/In-charge		Prof. KR Srivatsan  PVC	29571719
101	All matters relating to IIVET, Shillong.	IIVET, Shillong	OSD/In-charge		Prof. KR Srivatsan  PVC	29571719
102	All matters relating to ICAT, Guwahati .	ICAT, Guwahati	OSD/In-charge		Prof. KR Srivatsan  PVC	29571719
103	All matters relating to ICRTA, Agartala .	ICRTA, Agartala	Director/In-charge		Prof. KR Srivatsan  PVC	29571719
104	All matters related to Southern Region Printing and Distribution Centre	GRD College of Education Premises	Dr S Ganesan, Nodal Officer		Sh. Ashok Kumar Registrar (MPDD)	

## RTI Act From Regional Centre

### Information of RC Raipur under RTI Act 2005 **NEW!**

17. *Such other information as may be prescribed; and thereafter update these Publications every year;*

Information relating to students including admission procedures, academic programmes, examination schedules, results etc. are available with the Students Registration and Evaluation Division while that relating to dispatch of course material to students is available with the Material Production Distribution Division. Important decision effecting students and about IGNOU programmes are also displayed on the IGNOU website.

For any other information of general nature, the Chief Public Relation Officer, IGNOU, Maidangarhi, New Delhi – 110068, Ph.No. 29532321 may be contacted.

## Annexure-I

The rates of fees payable are as under:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, five days a week with Finance & Account Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi. The amount can also be deposited in cash or paid through demand draft on banker cheque at the Regional Centre drawn at the Headquarters station of that Regional Centre.
2. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash to be deposited with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi at the following rates:-
  - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied:
  - (ii) Actual cost or price for samples or models; and

- (iii) For inspection of records, no fee for the first hour; and a fees of rupees five for each fifteen minutes or fraction thereof on each occasion for the same case.

3.

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash to be deposited between 11:30 hrs to 15:00 hrs except during lunch break of 13:30 hours to 14:00 hours on all working days, five days a week with Finance & Accounts Division against proper receipt or by demand draft or bankers cheque payable to the IGNOU, New Delhi at the following rates:-

- (i) For information provided in diskette or floppy, if available, rupees fifty per diskette or floppy: and For providing information in printed form at the price for such publication or rupees two per page of photocopy for extracts from the publication.

**Budget Estimates 2011-12 (Plan and Non Plan)**

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