



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110068**



**APPROVED RATES OF PAYMENT TO PART TIME STAFF
AND OTHER MISCELLANEOUS PAYMENTS TO SC/PSC/SSC**

S.NO.	Heads of Payment/Account	Present Rate of Payment	Approved rate Of Payment (w.e.f Oct 2012)
1.	Honorarium to Head of the Institute (p.m.)	1500	4500
2.	Honorarium to the Coordinator (p.m.)	3000	6000
3.	Honorarium to the Programme in-charge (p.m.)	2250	4500
4.	Honorarium to the Assistant Coordinator (p.m.)	2100	4200
5.	Honorarium to the Assistant (p.m.)	1800	3600
6.	Honorarium to Attendant (p.m.)	1200	2400
7.	Honorarium to Safaiwala (p.m.)	1000	2000
8.	Conveyance/Transportation Charges to the SC	300	1000
9.	Secretarial/Menial Assistance Allowance to PSC p.a. (where staff are not provided)	7500	10000
10.	Honorarium for sale of Prospectus at SC (commission per form)	1.5	5
11.	Electricity Charges to SC (p.m.)	225	1000



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APPROVED RATES OF PAYMENT SUPPORT SERVICES AT STUDY CENTRE

S.NO.	Heads of Payment/Account	Present Rate of Payment	Approved rate Of Payment (w.e.f Oct 2012)
1.	Theory counseling for UG Programme for 2 hours	300	700
2.	Theory counseling for PG Programmes for 2 hours	450	1000
3.	Practical counseling for all Programmes up to UG for a 4hrs session for lesser duration prorate applicable	400	800
4.	Practical counseling for PG Programmes for a 4 hrs session: for lesser duration pro-rata applicable	500	1000
5.	Conveyance charges to the academic counselors in accordance with the classification of the cities of operation		
	A1		
	A	45	300
	B	30	200
	B2	15	100
	Not classified	C	
6.	Assignment evaluation for UG Programmes (per assignment)	15	25
7.	Assignment evaluation for PG Programmes (per assignment)	20	25
8.	Assignment handling charges (per Assignment)	0.75	1.50
9.	Data entry of assignment grades (per Entry)	0.15	0.30
10.	Induction Meeting (per freshly admitted learner)	7.5	10
11.	Computer hiring charges (per hour per PC)	20	25
12.	Laboratory hire charges for B.sc./CPLT/B.sc.N. etc (per day)	500	600
13.	Consumables (Computer Laboratory)	As per actual on Production of receipts	
14.	Consumables (Science/Engineering Laboratory)		
15.	Machine Room Operator (Computer) (for one complete session)	75	150
16.	Laboratory Assistant (Science Engineering) per session	150	250
17.	Laboratory (Attendant) per session	112	175
18.	Secretarial/Menial Assistance allowance to programme centres p.a. (where staff are not provided)	7500	10000



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APPROVED RATES OF PAYMENT SUPPORT SERVICES AT PROGRAMME STUDY CENTRE

S.NO.	Heads of Payment/Account	Present Rate of Payment	Approved rate Of Payment (w.e.f Oct 2012)
1.	Theory counseling for UG Programme for 2 hours	300	700
2.	Theory counseling for PG Programmes for 2 hours	450	1000
3.	Practical counseling for all Programmes up to UG for a 4hrs session for lesser duration prorata applicable	400	800
4.	Practical counseling for PG Programmes for a 4 hrs session: for lesser duration pro-rata applicable	500	1000
5.	Conveyance charges to the academic counselors in accordance with the classification of the cities of operation		
	A1	45	300
	A	30	200
	B	15	100
	B2		
	Not classified		
	C		
6.	Assignment evaluation for UG Programmes (per assignment)	15	25
7.	Assignment evaluation for PG Programmes (per assignment)	20	25
8.	Assignment handling charges (per assignment)	0.75	1.50
9.	Data entry of assignment grades (per entry)	0.15	0.30
10.	Induction Meeting (per freshly admitted learner)	7.5	10
11.	Computer hiring charges (per hour per PC)	20	25
12.	Consumables (Computer Laboratory)	As per actual on Production of receipts	
13..	Machine Room Operator (Computer) (for one complete session)	75	150



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APPROVED RATES OF PAYMENT SUPPORT SERVICES AT SPECIAL STUDY CENTRE

S.NO.	Heads of Payment/Account	Present Rate of Payment	Approved rate Of Payment (w.e.f Oct 2012)
1.	Theory counseling for UG Programme for 2 hours	300	700
2.	Theory counseling for PG Programmes for 2 hours	450	1000
3.	Practical counseling for all Programmes up to UG for a 4hrs session for lesser duration prorata applicable	400	800
4.	Practical counseling for PG Programmes for a 4 hrs session: for lesser duration pro-rata applicable	500	1000
5.	Assignment evaluation for UG Programmes (per assignment)	15	25
6.	Assignment evaluation for PG Programmes (per assignment)	20	25
7.	Assignment handling charges (per assignment)	0.75	1.50
8.	Data entry of assignment grades (per entry)	0.15	0.30
9.	Induction Meeting (per freshly admitted learner)	7.5	10



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IGNOU REGIONAL CENTRE JAIPUR

PROCEDURE TO BE FOLLOWED WHILE FORWARDING RECOUPMENT BILLS

1. Counselling schedule with date & time (Full session) to be attached with the bill.
 2. Every purchase bill should have stock entry details.
 3. Stamp & Signature on each & every bill/page should be ensured.
 4. Attendance sheet on practical/theory bill to be attached with recoupment bill.
 5. Counselling date should be clearly mentioned on all bills.
 6. Only approved counselors to be engaged for counseling.
 7. Cash book/monthly bank statement/stock register to be maintained by SC/PSC.
 8. Advance Information of Study Centre Staff to be sent regarding their joining & resignation.
 9. Letter-heads should be printed as per new IGNOU design.
 10. Assignment bill should be sent along with assignment grade list.
 11. As far as possible tax paid bills should be presented.
 12. Telephone bills should be attached in original.
 13. All examination related expenditure is to be forwarded to H.Qtrs (SED, Ignou, Maidan Garhi, New Delhi 110 068)
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