



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



IGNOU REGIONAL CENTRE JAIPUR

GENERAL PROCEDURE TO BE FOLLOWED AT THE IGNOU LEARNER SUPPORT CENTRE

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. Bills and vouchers (Academic Counselling, Assignment Evaluation & Administrative Expenditure) should be submitted to the Office of the RC on Month to month basis. In case there is no bills in a particular Month a NIL report should be submitted. If no such report is received from the centre in a month, it would be presumed that there is NO BILLS/Vouchers in that month.
 14. Monthly Monitoring report should be submitted to the office of the RC in each month.
 15. All examination related expenditure is to be forwarded to H.Qtrs (SED, Ignou, Maidan Garhi, New Delhi 110 068)
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