



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



IGNOU REGIONAL CENTRE JAIPUR
RECOUPMENT BILL FOR REGULAR STUDY CENTRE

PLAN/NON-PLAN ACCOUNT

Date: _____

LSC Code: _____

To
The Regional Director
IGNOU Regional Center
JAIPUR, RAJASTHAN

Sir/Madam,

Please arrange to recoup the imprest amount/pay the amount of Rs. _____/-
for the expenditure incurred during the month of _____ Details of the expenditure
Incurred along with the relevant vouchers/bills are enclosed herewith.

S.No	Head of Account	Vr.No.	Amount
1.	Postage & Telegramme (Please attached proof posting)		
2.	Telephone (Please attach original telephone bill in case of telephone connection in the name of Study Centre)		
3.	Purchase of Stationery (Please attach original bills after required stock entry)		
4.	Repair & Maintenance (in case of Furniture and equipment provided by IGNOU)		
5.	Electricity Charges (Please enclose pre-receipt from Host Institution)		
6.	Printing and Binding (Please attach original bills after required stock entry)		
7.	Entertainment Expenses		
8.	Other Contingency (details be specified)		
	(a) Newspaper/Magazine		
	(b) Photocopy charges		
	(c) Others (specify)		
9.	Local Conveyance		
Total carried forward			

(Contd....)

S.No	Head of Account	Vr.no.	Amount
10.	Counselling Charges (Please give theory and Practical separately and programme-wise)		
	Theory		
	Practical		
	MRO		
11.	Assignment Evaluation Charges (Programme-wise)		
Carried forward			

Brought forward			
12.	Programme-wise Lab Hire/Computer Hire Charges (Please attach pre-receipted bill/certificate from Host Institution)		
TOTAL			

(Rupees _____)

**Signature of Coordinator/Programme In-charge
(with stamp)**

FOR USE OF THE OFFICE F THE REGIONAL CENTRE