



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



**IGNOU REGIONAL CENTRE JAIPUR
RECOUPMENT BILL FOR PROGRAMME STUDY CENTRE**

PLAN/NON-PLAN ACCOUNT

Date: _____

LSC Code: _____

**To
The Regional Director
IGNOU Regional Center Delhi-3
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 original certificate of posting/postal certificate)		
2.	Telephone (Please attach original telephone bill in case of telephone connection in the name of Study Centre)		
3.	Secretarial/Menial/Support Expenditure		
4.	Consumables/Contingency		
5.	Counselling Charges (Please give theory and practical separately and programme-wise)		
	THEORY		
	PRACTIAL-COUNSELLORS		
	MRO		
TOTAL CARRIED FOR ARD			

(Contd....)

S.no.	Head of Account	Vr.No.	Amount
6.	Assignment Evaluation Charges (Programme-wise)		
7.	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 OF THE REGIONL CENTRE