

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE DELHI2

Procedure to be followed while forwarding recoupment bills

S. no.	Contents
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 ensure.
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 counsellors to be engaged for counselling.
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 & regisnation.
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 are to be forwarded to H.Qtrs/ RC.