



**IGNOU REGIONAL CENTER, ANGUL (CODE 89)
Plat No. 758-759, Similipada Chowk,
Angul 759 122 ODISHA**

CIRCULAR-1V

**IG/RC/Angl/2022
6th Dec 2022**

MMR and Bills & Vouchers of LSCs of Rc Angul -reg

All Coordinators/ PICs of RC Angul are informed to submit the MMR and corresponding Bills and Vouchers of each Month to RC Angul. On receiving at the RC, RC Angul will further take up to forward them to RC Bhubaneswar/Koraput for the needful as per the norms.

MMR Link will be sent to all the LSCs in the Last Week (betn 20-25) of each Month to get the completely filled format on or before 7th of Next Month. Final consolidated statement shall be prepared and forwarded to RC Bhubaneswar/ Koraput by 10th of each month (for example: For MMR of Dec 2022: link will be shared during Dec 20-25, 2022 in the E. Mail to all LSCs with last date of submission 7th Jan 2023; Final consolidated statement will be submitted to RC Bhubaneswar/Koraput on 10th Jan 2023).

Similarly, for Bills & Vouchers: it is informed to all LSCs to submit all the bills and vouchers (administrative expenses, assignment evaluation, counselling and any other expenses, if any, as per the norms) of each month on or before the 15th of Next Month (for Example: Bills & Vouchers of Dec 2022, may be submitted to RC Angul by 15th Jan 2023) RC Angul will examine and take up them within a week to 10 days time and forward to RC Bhubaneswar/ Koraput for the needful.

Earlier pending bills and vouchers, if any, may kindly be submitted immediately with justifications and all supporting documents in support of your claim for the payment on or before 31st Dec 2022. No pending (old) bills and vouchers of any kind shall be entertained after 31st Dec 2022

All LSCs are informed to follow the schedule strictly, issuing necessary directions/guidelines to other part time staff at their center.

Yours sincerely,

(M. K. Dash)

To

All the Coordinators / PICs, IGNOU LSCs, RC Angul

C. C: Regional Director, Ignou, RC Bhubaneswar/ Koraput for kind information and record pl.