

Time-Limit for achieving the targets

ESTABLISHMENT SECTION:

Sr. No.	Key Activities	Standard Time-Limit*
1.	Personal Requests*	
	(i) LTC Sanction	8-10 Working days
	(ii) GPF Advance/Withdrawal	8-10 Working days
	(iii) Grant of Vigilance Clearance, No Objection certificate for various purposes, Forwarding of Applications to outside organizations etc.	10-15 Working days
	(iv) Notification of joining of new entrant, promotees, persons on transfer etc.	7-10 Working days
	(v) Service Certificate/Experience Certificate	5-6 Working days
	(vi) NOC for Passport	10-15 Working days
	(vii) Processing of Annual Increments	20-25 Working days
	(viii) Scrutiny of Pension papers, completion of service books in all respect and processing of pension cases, revision of pension etc.	30-45 Working days
	(ix) Pay fixation/re-fixation on promotion	10-15 Working days
	(x) Change in family details/home town, permission for acquiring higher qualification, etc.	10-15 Working days
	(xi) Grant of permission under Conduct Rules	8-10 Working days

BILLS SECTION:

Sr. No	Key Activities	Standard Time-Limit*
1.	Personal bills/Claims*	
	(i) Medical bills (OPD)	8-10 Working days
	(ii) Medical bills (Indoor)	10-15 Working days
	(iii) Issuance of Medical ID to pensioners	5-7 Working days
	(iv) LTC/TA-DA Advance	5-7 Working days
	(v) TA-DA /Transfer TA /Retirement TA Adjustment Bills	8-10 Working days
	(vi) CEA Bills	8-10 Working days
	(vii) Salary Arrears Bills	20-25 Working days

	(viii) Issuance of Salary Certificate/ duplicate Form16/Certificates related to arrears bifurcation	5-7 Working days
	(ix) GPF Advance /Withdrawal bills	3-5 Working days
	(x) LTC Leave Encashment Bill	3-5 Working days
	(xi) OTA Bills	8-10 Working days
	(xii) Festival Advance	5-7 working days
	(xiii) Telephone reimbursement Bills	8-10 Working days
	(xiv) Grant of Conveyance/PC Advance	15-20 Working days
	(xv) HBA	30-45 Working days

STUDENT'S CLL:

Sr. No.	Key Activities	Standard Time-Limit*
1.	Notification of joining of new entrants, up-gradations, persons on transfer etc.	7-10 Working days
2.	Bond-fide/ Experience Certificate	5-6 Working days
3.	Notification of acceptance of resignation, relief on completion of tenure	5-6 Working days
4.	Notification of extension of tenures, up-gradations etc.	5-6 Working days

RECRUITMENT & ASSESSMENT CELL:

Sr. No	Key Activities	Standard Time-Limit*
1.	Scrutiny of draft advertisements, committee constitution in respect of project personnel's selection	3-4 Working days
2.	Scrutiny of proceedings of project personnel	3-4 Working days
3.	Issuance of offers after receipt of duly approved proceedings in respect of project personnel	3-4 Working days
4.	Approval of project proposals vis-a-vis manpower engagement in projects	3-4 Working days

MISCELLANEOUS:

Sr. No	Key Activities	Standard Time-Limit*
1.	Allotment of Staff Quarters	90 Working days
2.	Requests for change of Staff Quarters	7-10 Working days
3.	Requests not covered under normal rules requiring involvement of HAC	20-25 Working days

*Above time limit is indicative. However, this time limit may increase depending on the prevailing circumstance.