

**CITIZEN CHARTER AND STANDARD OPERATING PROCEDURE,**  
**NIPER, S.A.S. NAGAR**

**1. Establishment Section**

| Sl. No. | Particulars                      | Time for Disposal<br>(Maximum no. of working days) | SOP   | Approving/ Issuing Authority |
|---------|----------------------------------|--|---|------------------------------|
| 1.      | LTC/ Encashment of EL during LTC | Within 5 working days                              | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check nature of LTC, admissibility and entitlement</li> <li>➤ Destination</li> <li>➤ Family members dependence</li> <li>➤ Kind of leave applied and approved, leave encashment</li> <li>➤ Put up proposal to SO</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of proposal</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/Deputy Registrar (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Oversee &amp; Put up to Registrar</li> </ul> <p><b>Registrar (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> | Director                     |

| Sl. No. | Particulars           | Time for Disposal<br>(Maximum no. of working days) | SOP   | Approving/<br>Issuing Authority |
|---------|-----------------------|--|---|---------------------------------|
|         |                       |  | <p><b>Dealing Hand/SO (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Conveying approval under the signature of SO</li> <li>➤ Make entry in service book</li> </ul>  |                                 |
| 2.      | NOC for Visa/Passport | Within 5 working days                              | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check nature, correctness of application &amp; particulars</li> <li>➤ If any other requirement</li> <li>➤ Put up proposal to SO</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of proposal</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/Deputy Registrar (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Oversee &amp; Put up to Registrar</li> </ul> <p><b>Registrar (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/SO (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Issue letter under the signature of SO/AR</li> </ul> | Director                        |

| Sl. No. | Particulars                                | Time for Disposal<br>(Maximum no. of working days)                    | SOP   | Approving/<br>Issuing Authority |
|---------|--|---|---|---------------------------------|
| 3.      | Residence Certificate as per Proof records | Within 3 Working days   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check the request particulars</li> <li>➤ Prepare Residence Certificate to be issued</li> <li>➤ Put up to SO for signature</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification &amp; signature</li> </ul> <p><b>Dealing Hand/SO (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Issue duly signed certificate</li> </ul> | AR/SO<br>(Admin.)               |
| 4.      | Indoor/Outdoor Treatment Certificate       | Immediately   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check the request particulars</li> <li>➤ Prepare certificate to be issued</li> <li>➤ Put up to SO/AR for signature</li> </ul> <p><b>Section Officer/AR (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Verification &amp; signature</li> </ul> <p><b>Dealing Hand/SO (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Issue duly signed certificate</li> </ul>     | AR/SO<br>(Admin.)               |
| 5.      | Issuance/Replacement of ID Card            | Within 15 working days (Outsourced agency involved for printing etc.) | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check the request particulars, photographs etc.</li> <li>➤ Check for FIR as may be required</li> <li>➤ Prepare letter to be issued to agency for the card</li> <li>➤ Put up to SO/AR for signature</li> </ul>   | SO (Admn.)                      |

| Sl. No. | Particulars   | Time for Disposal<br>(Maximum no. of working days)   | SOP  | Approving/<br>Issuing Authority   |
|---------|---|--|--|---|
|         |   |  | <p><b>Section Officer/AR (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification &amp; signature</li> </ul> <p><b>Dealing Hand/SO (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Issue duly signed letter to the agency</li> </ul> <p><b>Agency (Day -4 to 10)</b></p> <ul style="list-style-type: none"> <li>➤ Card making</li> </ul> <p><b>Dealing Assistant (Day-11 to15)</b></p> <ul style="list-style-type: none"> <li>➤ Check, get corrected, if need be, and issue</li> </ul>   |   |
| 6.      | Earned Leave/ Medical Leave/CCL and other kind of leave | <p>Within 3 working days (Upto 15 days leave)</p> <p>Within 5 working days (above 15 days leave)</p> | <p><b>Leave up to 15 days-</b></p> <p><b>Dealing Hand (Day-1)-</b></p> <ul style="list-style-type: none"> <li>➤ Check admissibility</li> <li>➤ Make entry in service book</li> <li>➤ Prepare office order</li> <li>➤ Put up to SO for signature</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Signature</li> </ul> <p><b>Dealing Hand (Day-3)-</b></p> <ul style="list-style-type: none"> <li>➤ Issue Office Order</li> </ul> <p><b>Leave more than 15 days-</b></p> <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check admissibility</li> <li>➤ Put up proposal to SO</li> </ul> | <p>Respective HoDs.</p> <p>Director in case of faculty members and Registrar</p> <p>Director - for more than 15 days leave in all cases</p> |

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|---------|----------------|--|--|---------------------------------|
|         |                |  | <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of proposal</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/<br/>Deputy Registrar (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Oversee &amp; put up to Registrar</li> </ul> <p><b>Registrar (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/SO (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Conveying approval under the signature of SO</li> <li>➤ Make entry in service book</li> </ul> |                                 |
| 7.      | Vacation Leave | Within 3 working days                              | <p><b>Dealing Hand (Day-1)-</b></p> <ul style="list-style-type: none"> <li>➤ Check admissibility</li> <li>➤ Make entry in service book and Vacation Leave register</li> <li>➤ Prepare office order</li> <li>➤ Put up to SO for signature</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Signature</li> </ul>  | Director                        |

| Sl. No. | Particulars  | Time for Disposal<br>(Maximum no. of working days)                                 | SOP   | Approving/ Issuing Authority |
|---------|--|--|---|------------------------------|
|         |  |  | <b>Dealing Hand (Day-3)-</b> <ul style="list-style-type: none"> <li>➤ Issue Office Order</li> </ul>   |                              |
| 8.      | NOC to visit abroad on personal grounds/official grounds | Within 30 working days, as vigilance clearance from CVO, NIPER at DoP is required. | <b>Dealing Hand (Day-1)-</b> <ul style="list-style-type: none"> <li>➤ Prepare letter to CVO, NIPER at DoP seeking vigilance clearance and put up to AR through SO for signature</li> </ul> <b>Assistant Registrar (Day-2)-</b> <ul style="list-style-type: none"> <li>➤ Send letter to CVO</li> </ul> <b>Dealing Hand (Day-15 to 20)-</b> <ul style="list-style-type: none"> <li>➤ If vigilance clearance not received from CVO, put reminder letter.</li> <li>➤ After getting vigilance clearance, put to SO for further processing.</li> </ul> <b>Section Officer (Day-21)-</b> <ul style="list-style-type: none"> <li>➤ Put up to AR</li> </ul> <b>Assistant Registrar/ Deputy Registrar (Day-22)</b> <ul style="list-style-type: none"> <li>➤ Put up to Registrar</li> </ul> <b>Registrar (Day-23)</b> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> | Director                     |

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|---------|---|--|---|------------------------------|
|         |   |  | <p><b>Director (Day-24)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/SO (Day-25 to 30)</b></p> <ul style="list-style-type: none"> <li>➤ Conveying approval under the signature of SO</li> </ul>  |                              |
| 9.      | Forwarding application for outside employment | Within 7 working days                              | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check eligibility</li> <li>➤ Put up to SO</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of eligibility</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/ Deputy Registrar (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Oversee &amp; Put up to Registrar</li> </ul> <p><b>Registrar (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/SO (Day-6-7)</b></p> <ul style="list-style-type: none"> <li>➤ Convey the approval under the signature of SO/AR (for on-line submission)</li> </ul> | Director                     |

| Sl. No. | Particulars  | Time for Disposal<br>(Maximum no. of working days) | SOP   | Approving/<br>Issuing Authority |
|---------|--|--|---|---------------------------------|
|         |  |  | ➤ Forwarding of application to the concerned organization (for off-line submission)   |                                 |
| 10.     | Issuance of NOC/Experience Certificate/Service Certificate | Within 5 working days                              | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Check the request particulars</li> <li>➤ Prepare draft Certificate to be issued</li> <li>➤ Put up to SO</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of proposal</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/<br/>Deputy Registrar (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ Oversee &amp; put up to Registrar</li> </ul> <p><b>Registrar (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/SO (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Issue certificate under the signature of SO/AR</li> </ul> | Director                        |
| 11.     | Pay fixations  | Within 3 - 4 weeks                                 | <p><b>Dealing Hand-</b></p> <p><b>First 3 days in 1st week</b></p> <ul style="list-style-type: none"> <li>➤ Prepare pay fixation proposal along with calculation</li> </ul>   | Director                        |



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|---------|-------------|--|--|---------------------------------|
|         |             |  | <p>sheet</p> <ul style="list-style-type: none"> <li>➤ Put up to SO</li> </ul> <p><b>Section Officer-</b></p> <p><b>Last 2 days of 1st week</b></p> <ul style="list-style-type: none"> <li>➤ Checking of calculation sheet</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar-</b></p> <p><b>First 2 days of 2nd week</b></p> <ul style="list-style-type: none"> <li>➤ Re-check the Calculation sheet</li> <li>➤ Forward to F&amp;A Section for vetting</li> </ul> <p><b>F&amp;A Section-</b></p> <p><b>Day 3, 4 &amp; 5 of 2nd week</b></p> <ul style="list-style-type: none"> <li>➤ Vetting the proposal</li> <li>➤ Submit to Registrar</li> </ul> <p><b>Registrar</b></p> <p><b>3<sup>rd</sup> week</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> |                                 |

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|---------|--------------------------------------|--|--|---------------------------------|
|         |                                      |  | <p><b>Dealing Hand/AR</b></p> <p><b>4<sup>th</sup> week</b></p> <ul style="list-style-type: none"> <li>➤ Issue Office Order under the signature of AR</li> <li>➤ Make entries in the service book</li> </ul>   |                                 |
| 12.     | Calculation of retiral benefits etc. | Within 2 - 3 weeks                                 | <p><b>Dealing Hand-</b></p> <p><b>First 3 days in 1st week</b></p> <ul style="list-style-type: none"> <li>➤ Prepare retiral benefit proposal along with calculation sheet and draft PPO</li> <li>➤ Put up to SO</li> </ul> <p><b>Section Officer-</b></p> <p><b>Last 2 days of 1st week</b></p> <ul style="list-style-type: none"> <li>➤ Checking of calculation sheet and draft PPO</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar-</b></p> <p><b>First 2 days of 2nd week</b></p> <ul style="list-style-type: none"> <li>➤ Re-check the Calculation sheet and PPO</li> <li>➤ Forward to F&amp;A Section for vetting</li> </ul> | Director                        |

| Sl. No. | Particulars      | Time for Disposal<br>(Maximum no. of working days) | SOP   | Approving/ Issuing Authority |
|---------|------------------|--|---|------------------------------|
|         |                  |  | <p><b>F&amp;A Section-</b></p> <p><b>Day 3, 4 &amp; 5 of 2nd week</b></p> <ul style="list-style-type: none"> <li>➤ Vetting the proposal</li> <li>➤ Submit to Registrar</li> </ul> <p><b>Registrar</b></p> <p><b>3<sup>rd</sup> week</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/AR</b></p> <p><b>3<sup>rd</sup> week</b></p> <ul style="list-style-type: none"> <li>➤ Issue Office Order and PPO under the signature of AR</li> <li>➤ Make entries in the service book</li> </ul> |                              |
| 13.     | Annual Increment | On due date (in January/July)                      | <p><b>Dealing Hand-</b></p> <p><b>Last week of December/June, as the case may be</b></p> <ul style="list-style-type: none"> <li>➤ Prepare list</li> </ul> <p><b>First 3 days of 1st week of January/July, as the case may be</b></p>  | Director                     |

| Sl. No. | Particulars | Time for Disposal<br>(Maximum no. of working days) | SOP  | Approving/<br>Issuing Authority |
|---------|-------------|--|--|---------------------------------|
|         |             |  | <ul style="list-style-type: none"> <li>➤ Forwarding of service books for service verification to F&amp;A Section</li> <li>➤ Prepare calculation sheet with date of financial effect</li> <li>➤ Put up to SO</li> </ul> <p><b>Section Officer-</b></p> <p><b>Last 2 days of 1st week of January/July, as the case may be</b></p> <ul style="list-style-type: none"> <li>➤ Checking of calculation sheet</li> <li>➤ Put up to AR</li> </ul> <p><b>Assistant Registrar/Deputy Registrar-</b></p> <p><b>First 2 days of 2nd week of January/July, as the case may be</b></p> <ul style="list-style-type: none"> <li>➤ Re-check the Calculation sheet</li> <li>➤ Forward to F&amp;A Section for vetting</li> </ul> <p><b>F&amp;A Section-</b></p> <p><b>Day 3&amp;4 of 2nd week of January/July, as the case may be</b></p> <ul style="list-style-type: none"> <li>➤ Vetting the proposal</li> <li>➤ Submit to Registrar</li> </ul> |                                 |

| Sl. No. | Particulars   | Time for Disposal<br>(Maximum no. of working days) | SOP  | Approving/<br>Issuing Authority |
|---------|---|--|--|---------------------------------|
|         |   |  | <p><b>Registrar</b></p> <p><b>3rd week of January/July, as the case may be</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission for approval</li> </ul> <p><b>Director</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Dealing Hand/AR</b></p> <ul style="list-style-type: none"> <li>➤ Issue Office Order under the signature of AR</li> <li>➤ Make entries in the service book</li> </ul>                 |                                 |
| 14.     | Issuance of Self Appraisal in connection with APARs | 1st Week of April                                  | <p><b>Dealing Hand - (Day-1 to 3)</b></p> <ul style="list-style-type: none"> <li>➤ Prepare list</li> <li>➤ Put up APAR proforma along with forwarding letter to respective Reporting Officers to AR for signature.</li> </ul> <p><b>Assistant Registrar (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Signing of letters</li> </ul> <p><b>Dealing Hand- (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ Issue letters</li> </ul> | AR (Estt.)                      |
| 15.     | Permission for higher studies                       | Within 7 working days                              | <p><b>Dealing Hand (Day-1 to 2)-</b></p> <ul style="list-style-type: none"> <li>➤ Examine the request to check admissibility</li> <li>➤ Put to SO</li> </ul> <p><b>Section Officer (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Verification of proposal</li> </ul>  | Director                        |

| Sl. No. | Particulars | Time for Disposal<br>(Maximum no. of working days) | SOP   | Approving/<br>Issuing Authority |
|---------|-------------|--|---|---------------------------------|
|         |             |  | <ul style="list-style-type: none"> <li>➤ Put up to AR</li> <li><b>Assistant Registrar/<br/>Deputy Registrar (Day-4)</b></li> <li>➤ Oversee &amp; Put up to Registrar</li> <li><b>Registrar (Day-5)</b></li> <li>➤ Onward submission for approval</li> <li><b>Director (Day-6)</b></li> <li>➤ Approval</li> <li><b>Dealing Hand/SO (Day-7)</b></li> <li>➤ Issue letter under the signature of SO/AR</li> </ul> |                                 |

## 2. Finance & Accounts Section

| Sl. No. | Activity  | Time for Disposal<br>(Maximum no. of Working Days)  | SOP  | Competent Authority for approvals |
|---------|---|---|--|-----------------------------------|
| 1.      | Payment of Telephone Bills (Office)/ Electricity Bills (Office) | Two Working Days before due date                    | Dealing Assistant / ASO / SO/ FAO &DR(F&A) - <b>Day 1</b><br><br>Registrar & Director - <b>Day 2</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 3</b><br><br>Forwarding to Bank- <b>Day 4</b><br><br><b>TOTAL - 4 Working Days</b> | Director                          |
| 2.      | Dues on Superannuation  | Within 3 Working Days after receipt of office order | Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 1&amp;2</b><br><br>Forwarding to Bank- <b>Day 3</b>  | Director                          |

| Sl. No. | Activity                         | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|----------------------------------|--|--|-----------------------------------|
|         |                                  |  | <b>TOTAL -3 Working Days</b>   |                                   |
| 3.      | NPS/GPF-CPF Advances/Withdrawals | Within 5 Working Days                              | Dealing Assistant / ASO / SO/ FAO & DR(F&A) - <b>Day 1-2</b><br><br>Registrar & Director - <b>Day 3</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 4</b><br><br>Forwarding to Bank - <b>Day 5</b><br><br><b>TOTAL - 5 Working Days</b> | Director                          |
| 4.      | Final payment of GPF             | Within 5 Working Days                              | Dealing Assistant /ASO / SO/ FAO & DR(F&A) - <b>Day 1-2</b><br><br>Registrar & Director - <b>Day 3</b>   | Director                          |



| Sl. No. | Activity                      | Time for Disposal<br>(Maximum no. of Working Days) | SOP   | Competent Authority for approvals |
|---------|-------------------------------|--|---|-----------------------------------|
|         |                               |  | <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 4</b></p> <p>Forwarding to Bank- <b>Day 5</b></p> <p><b>TOTAL -5 Working Days</b></p>   |                                   |
| 5.      | Students Contingency Payments | Within 5 Working Days                              | <p>Dealing Assistant / ASO / SO/ FAO &amp; DR(F&amp;A) - <b>Day 1-2,</b></p> <p>Registrar &amp; Director - <b>Day 3</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 4</b></p> <p>Forwarding to Bank- <b>Day 5</b></p> <p><b>TOTAL -5 Working Days</b></p> | Director                          |

| Sl. No. | Activity                           | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|------------------------------------|--|--|-----------------------------------|
| 6.      | Students Security Payments         | Within 5 Working Days                              | <p>Dealing Assistant / ASO / SO/ FAO &amp; DR(F&amp;A) - <b>Day 1-2,</b></p> <p>Registrar &amp; Director - <b>Day 3</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 4</b></p> <p>Forwarding to Bank- <b>Day 5</b></p> <p><b>TOTAL - 5 Working Days</b></p> | Director                          |
| 7.      | Foreign External examiner payments | Within 6 Working Days                              | <p>Tally entry / Bank advice or cheque prepared by (DA) - <b>Day 1-2</b></p> <p>Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 3</b></p> <p>TTR by Bank- <b>Day 3-6</b></p> <p><b>TOTAL -6 Working Days</b></p>  | Director                          |

| Sl. No. | Activity                               | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|--|--|--|-----------------------------------|
| 8.      | Visiting Faculty's Honorarium          | Within 5 Working Days                              | <p>Dealing Assistant / ASO / SO/ FAO &amp; DR(F&amp;A)<br/>- <b>Day 1-2</b></p> <p>Registrar &amp; Director - <b>Day 3</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 4</b></p> <p>Forwarding to Bank- <b>Day 5</b></p> <p><b>TOTAL -5 Working Days</b></p> | Director                          |
| 9.      | Running Account Bill passing/Returning | Within 7 Working Days                              | <p>Dealing Assistant / ASO / SO/ FAO &amp; DR(F&amp;A)<br/>- <b>Day 1-4</b></p> <p>Registrar &amp; Director - <b>Day 5</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) / Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 6</b></p> <p>Forwarding to Bank- <b>Day 7</b></p>                                    | Director                          |

| Sl. No. | Activity                                   | Time for Disposal<br>(Maximum no. of Working Days)    | SOP  | Competent Authority for approvals |
|---------|--|---|--|-----------------------------------|
|         |  |   | <b>TOTAL - 7 Working Days</b>  |                                   |
| 10.     | Payment of final Bill of Contractor        | Within 10 Working Days                                | Dealing Assistant/ ASO / SO/ FAO & DR(F&A) -<br><b>Day 1-7,</b><br><br>Registrar & Director - <b>Day 8</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign-<br><b>Day 9</b><br><br>Forwarding to Bank- <b>Day 10</b><br><b>TOTAL -10 Working Days</b> | Director                          |
| 11.     | Revision of Salary & Processing of arrears | Within 5 Working Days after receipt of sanction order | Dealing Assistant / ASO / SO/ FAO/DR(F&A) -<br><b>Day 1-2,</b><br><br>Registrar & Director - <b>Day 3</b>  | Director                          |

| Sl. No. | Activity  | Time for Disposal<br>(Maximum no. of Working Days)  | SOP  | Competent Authority for approvals |
|---------|---|---|--|-----------------------------------|
|         |   |   | <p>Tally entry / Bank advice or cheque prepared by (DA) / Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 4</b></p> <p>Forwarding to Bank- <b>Day 5</b></p> <p><b>TOTAL - 5 Working Days</b></p>                    |                                   |
| 12.     | Revision of Pension Gratuity, commuted value of Pensioner | Within 3 Working Days after receipt of sanction order   | <p>Tally entry / Bank advice or cheque prepared by (DA) - <b>Day 1</b></p> <p>Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 2</b></p> <p>Forwarding to Bank- <b>Day 3</b></p> <p><b>TOTAL -3 Working Days</b></p> | Director                          |
| 13.     | Reimbursement of Children education allowance             | <p>Claims to be invited in the month of March</p> <p>Payment to be made in the month of April</p> | <p>Dealing Assistant / ASO / SO/ FAO/ DR(F&amp;A) - <b>Day 1-15,</b></p> <p>Registrar &amp; Director - <b>Day 16</b></p>   | Director                          |

| Sl. No. | Activity  | Time for Disposal<br>(Maximum no. of Working Days)   | SOP   | Competent Authority for approvals |
|---------|---|--|---|-----------------------------------|
|         |   |  | <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 17</b></p> <p>Forwarding to Bank- <b>Day 18</b></p> <p><b>TOTAL -18 Working Days</b></p>  |                                   |
| 14.     | Payment of telephone bills for employees official use | Claims received in every quarter shall be processed by 10 <sup>th</sup> of the following month of each quarter | <p>Dealing Assistant / ASO / SO/ FAO/ DR(F&amp;A) - <b>Day 1 - 3,</b></p> <p>Registrar &amp; Director - <b>Day 4</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) / Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 5</b></p> <p>Forwarding to Bank- <b>Day 6</b></p> <p><b>TOTAL -6 Working Days</b></p> | Director                          |
| 15.     | Newspaper reimbursement bill                          | January to June- by 10 <sup>th</sup> of July   | Dealing Assistant / ASO / SO/ FAO/DR(F&A) - <b>Day 1-3,</b>   | Director                          |

| Sl. No. | Activity            | Time for Disposal<br>(Maximum no. of Working Days)   | SOP  | Competent Authority for approvals |
|---------|---------------------|--|--|-----------------------------------|
|         |                     | July to December -<br>by 10 <sup>th</sup> of January | Registrar & Director - <b>Day 4</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) / Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 5</b><br><br>Forwarding to Bank- <b>Day 6</b><br><br><b>TOTAL -6 Working Days</b>  |                                   |
| 16.     | Passing of TA Bills | Within 5 Working Days                                | Dealing Assistant /ASO / SO/ FAO/ DR(F&A) - <b>Day 1-2,</b><br><br>Registrar & Director - <b>Day 3</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 4</b><br><br>Forwarding to Bank- <b>Day 5</b><br><br><b>TOTAL - 5 Working Days</b> | Director                          |

| Sl. No. | Activity  | Time for Disposal<br>(Maximum no. of Working Days)                              | SOP   | Competent Authority for approvals |
|---------|---|---|---|-----------------------------------|
| 17.     | LTC Bills adjustment                            | Within 5 Working Days   | Dealing Assistant / ASO / SO/ FAO/DR(F&A) - <b>Day 1-2,</b><br><br>Registrar & Director - <b>Day 3</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 4</b><br><br>Forwarding to Bank- <b>Day 5</b><br><br><b>TOTAL -5 Working Days</b> | Director                          |
| 18.     | Reply to RTI                                    | As per time limit given by CPIO   | As per time limit given by CPIO   | DR (F&A)                          |
| 19.     | Issue of GPF Statements                         | In the 1 <sup>st</sup> week of June every year (After finalization of Accounts) | In the 1 <sup>st</sup> week of June every year (After finalization of Accounts)   | Director                          |
| 20.     | Contingent Bills (Imprest/Overspent adjustment) | Within 6 Working Days   | Dealing Assistant /ASO / SO/ FAO /DR(F&A) - <b>Day 1-3,</b><br><br>Registrar & Director - <b>Day 4</b>  | Director                          |



| Sl. No. | Activity                                      | Time for Disposal<br>(Maximum no. of Working Days) | SOP   | Competent Authority for approvals |
|---------|---|--|---|-----------------------------------|
|         | /reimbursements<br>/recoupment)               |  | Tally entry / Bank advice or cheque prepared by (DA) / Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 5</b><br><br>Forwarding to Bank- <b>Day 6</b><br><br><b>TOTAL -6 Working Days</b>  |                                   |
| 21.     | No Dues Certificate (Employee/ Student)       | Same Working Days                                  | Same Working Day  | DDO/<br>DR(F&A)                   |
| 22.     | External Examiner's payments<br>TA/Honorarium | Within 6 Working Days                              | Dealing Assistant /ASO / SO/ FAO/ DR(F&A) - <b>Day 1-3,</b><br><br>Registrar & Director - <b>Day 4</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 5</b><br><br>Forwarding to Bank- <b>Day 6</b> | Director                          |

| Sl. No. | Activity   | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|--|--|--|-----------------------------------|
|         |  |  | <b>TOTAL - 6 Working Days</b>  |                                   |
| 23.     | Selection Committee's payments (Honarium/TA & DA)    | Within 6 Working Days                              | Dealing Assistant /ASO / SO/ FAO/ DR(F&A) - <b>Day 1-3,</b><br>Registrar & Director - <b>Day 4</b><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 5</b><br>Forwarding to Bank- <b>Day 6</b><br><b>TOTAL - 6 Working Days</b> | Director                          |
| 24.     | Payment of Medical Bills to employees / ex-employees | Bills shall be processed on fortnightly basis.     | Dealing Assistant /ASO / SO/ FAO/ DR(F&A) - <b>Day 1-10,</b><br>Registrar & Director - <b>Day 11</b>   | Director                          |

| Sl. No. | Activity                      | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|-------------------------------|--|--|-----------------------------------|
|         |                               |  | <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 12</b></p> <p>Forwarding to Bank- <b>Day 13</b></p> <p><b>TOTAL - 13 Working Days</b></p>  |                                   |
| 25.     | Refund of securities/EMD etc. | Within 6 Working Days                              | <p>Dealing Assistant /ASO / SO/ FAO/ DR(F&amp;A) - <b>Day 1-3,</b></p> <p>Registrar &amp; Director - <b>Day 4</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 5</b></p> <p>Forwarding to Bank- <b>Day 6</b></p> <p><b>TOTAL - 6 Working Days</b></p> | Director                          |

| Sl. No. | Activity                                       | Time for Disposal<br>(Maximum no. of Working Days)  | SOP  | Competent Authority for approvals                                 |
|---------|--|---|--|---|
| 26.     | Payments to Contractors / suppliers/Party etc. | Within 6 Working Days of submission of bills  | <p>Dealing Assistant /ASO / SO/ FAO/ DR(F&amp;A) - <b>Day 1-3,</b></p> <p>Registrar &amp; Director - <b>Day 4</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 5</b></p> <p>Forwarding to Bank- <b>Day 6</b></p> <p><b>TOTAL - 6 Working Days</b></p> | DDO/DR(F&A) subject to approval of purchase sanctions by Director |
| 27.     | Payment of Stipend to New Students             | Within 6 Working Days after Seeding and validation of data on portal and receipt office order from Exam section | <p>Dealing Assistant /ASO / SO/ FAO/ DR(F&amp;A) - <b>Day 1-3,</b></p> <p>Registrar &amp; Director - <b>Day 4</b></p> <p>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) &amp; First Sign and 2<sup>nd</sup> Sign- <b>Day 5</b></p>  | DDO/ DR(F&A) (After seeding in PFMS)                              |

| Sl. No. | Activity                                 | Time for Disposal<br>(Maximum no. of Working Days)                         | SOP   | Competent Authority for approvals |
|---------|--|--|---|-----------------------------------|
|         |  |  | Forwarding to Bank- <b>Day 6</b><br><br><b>TOTAL - 6 Working Days</b>   |                                   |
| 28.     | Advance to students from Alumni Fund     | Within 3 Working Days after receipt of approval of the Competent Authority | Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 1&amp;2</b><br><br>Forwarding to Bank- <b>Day 3</b><br><br><b>TOTAL -3 Working Days</b>                             | Director                          |
| 29.     | Payment to Manpower Outsourcing agencies | Within 6 Working Days after the receipt of the bills                       | Dealing Assistant /ASO / SO/ FAO/ DR(F&A) - <b>Day 1-3,</b><br><br>Registrar & Director - <b>Day 4</b><br><br>Tally entry / Bank advice or cheque prepared by (DA) /Checked by (ASO/SO) & First Sign and 2 <sup>nd</sup> Sign- <b>Day 5</b> | Director                          |

| Sl. No. | Activity   | Time for Disposal<br>(Maximum no. of Working Days) | SOP  | Competent Authority for approvals |
|---------|--|--|--|-----------------------------------|
|         |  |  | Forwarding to Bank- <b>Day 6</b><br><br><b>TOTAL - 6 Working Days</b>  |                                   |
| 30.     | For preparation of Annual UC/SoE for extramural project*<br><br>*Note: UC/SoE for multiple years/ or since start of the project/ revised UC/SoE additional time shall be required. | 8 Working Days                                     | Dealing Assistant: 3 days for compiling the expenditure and preparing the SoE /UC as per format provided by PI and sending the same to PI for checking, verifying the details and signing the SoE/UC.<br><br>Dealing Assistant – 2 Working Day after receipt of signed copy from PI,<br><br>ASO / SO/ FAO & DR(F&A) – <b>1 Working Day</b> ,<br><br>Registrar & Director – <b>1 Working Day</b><br><br>Dealing Assistant: <b>1 working day</b> for uploading signed SoE/UC on PFMS.<br><br><b>TOTAL – 8 Working Days</b> | Director                          |

### 3. Academic and Examination Section

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student  | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|--|--|---|----------------------------------|
| 1.      | Transcripts  | <p>Written request by student in prescribed format alongwith filled document duly signed by concerned student</p> <p>Photocopy of the all four semester marksheets (both front &amp; back) &amp; degree certificate required</p> <p>Fee Receipt @ Rs. 1000/- per transcript to be paid in accounts section and final receipt to be submitted in A&amp;E Section along with request</p> | Within 3-5 working days after receipt of application complete in all respect                   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO(Exam) and from SO(Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to concerned official</li> </ul> <p><b>Concerned official (Day-2)</b></p> <ul style="list-style-type: none"> <li>Concerned official prepare the draft of transcript and put up the same on the personal file to SO(Exam).</li> </ul> <p><b>Section Officer (Day-3-4)</b></p> <ul style="list-style-type: none"> <li>SO(Exam) will check all entries. If</li> </ul> | I/c - A&E Section                |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student  | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|--|--|---|----------------------------------|
|         |  |  |  | <p>error, returned to concerned official and if OK, forwarded to Consultant/AR(Exam) for approval.</p> <p><b>Dealing Hand (Day-3-5)</b></p> <ul style="list-style-type: none"> <li>On approval final transcript copy is put up to SO(Exam) for final signatures. After signatures of SO(Exam) the same is kept on dak window for disbursement to student.</li> </ul>  |                                  |
| 2.      | Duplicate Grade Card                                   | <p>Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor &amp; HOD</p> <p>Copy of FIR/DDR</p> <p>An Affidavit regarding the loss</p> <p>Fee Receipt @ Rs. 500/- to be paid in accounts section for issue of duplicate grade card and final receipt to be submitted in A&amp;E Section along with request</p> | Within 7-10 working days after receipt of complete application                                 | <p><b><u>Day 1 (Record Keeper)</u></b></p> <ul style="list-style-type: none"> <li>The request of the student along with copy of DDR for lost of Grade Card is received in morning/evening dealing timings.</li> <li>The same is entered into dak register. The dak is sent to the Consultant/AR to SO(Exam) and from SO(Exam) it is further marked to concerned dealing assistant.</li> </ul> <p><b><u>Day 2 &amp; 3 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>The record keeper gives concerned dak to concerned official</li> <li>concerned official prepare the draft of</li> </ul> | Registrar                        |



| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p>grade card and put up the same on the personal file to SO(Exam) for checking &amp; verification.</p> <p><b><u>Day 4 [SO (Exam)]</u></b></p> <ul style="list-style-type: none"> <li>• SO(Exam) get it checked from other staff/official.</li> </ul> <p><b><u>Day 5 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>• After checking, the draft is returned to concerned official for final print out.</li> <li>• Then duplicate stamp is marked on GC after that it is signed by SO(Exam)</li> </ul> <p><b><u>Day 6-7 (RGO)</u></b></p> <ul style="list-style-type: none"> <li>• Forwarded to the Registrar for signature.</li> </ul> <p><b><u>Day 8 (Dealing Assistant through SO(Exam))</u></b></p> <p>After all signatures the grade card is kept on dak window for disbursement to student.</p> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays                   | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
| 3.      | Duplicate Degree Certificate                           | <p>Written request by student in prescribed format alongwith filled document duly signed by concerned student and duly forwarded/recommended by advisor &amp; HOD alongwith a copy of FIR/DDR and an Affidavit regarding the loss.</p> <p>Fee Receipt @ Rs. 2000/- to be paid in accounts section for issue of duplicate degree certificate and final receipt to be submitted in A&amp;E Section along with request</p> | <p>Within 30-45 Working days<br/>Not issued by department.<br/>Dependent on outside agency for printing etc.</p> | <p><b>Day 1 (Record Keeper)</b></p> <ul style="list-style-type: none"> <li>The request of the student along with copy of DDR for lost of Degree certificate is received in morning/evening dealing timings.</li> <li>The same is entered into dak register.</li> <li>The dak is marked by the Consultant/AR to SO(Exam) and from SO(Exam) it is further marked to concerned dealing assistant.</li> </ul> <p><b>Day 2 (Dealing Assistant)</b></p> <ul style="list-style-type: none"> <li>The record keeper gives dak to concerned official</li> <li>DA put up a note for taking approval for printing of degree and financial approval.</li> </ul> <p><b>Day 3 (SO (exam))</b></p> <ul style="list-style-type: none"> <li>SO (Exam) forward the note to RGO for approval</li> </ul> <p><b>Day 4 (RGO)</b></p> <ul style="list-style-type: none"> <li>RGO after necessary approval forward the file to the Director Office for financial approval.</li> </ul> | Registrar                        |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p><b><u>Day 5 (Director's Office)</u></b></p> <ul style="list-style-type: none"> <li>Director office forward the file to Academic &amp; Exam Section after necessary approval.</li> </ul> <p><b><u>Day 6 [SO (Exam)]</u></b></p> <ul style="list-style-type: none"> <li>SO (Exam) forward the file to the dealing Assistant to get the degree printed from offset printer firm.</li> <li>Dealing assistant send a copy of degree to the offset printer firm.</li> </ul> <p><b><u>Day 7 to 15 (Offset Printer Firm)</u></b></p> <ul style="list-style-type: none"> <li>Offset printer firm provide a draft of the degree for checking the same.</li> </ul> <p><b><u>Day 16 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>Check the draft of degree and forward the same to SO (Exam) for final check.</li> <li>SO (Exam) check the draft and send it back to the DA for final printing/correction in the draft, if any.</li> </ul> <p><b><u>Day 17 to 25 (Offset Printer Firm)</u></b></p> <ul style="list-style-type: none"> <li>Offset printer firm provide the degree after making all necessary corrections.</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p><b><u>Day 26 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>DA check the degree certificate thoroughly and put a stamp of "Duplicate" on the degree.</li> <li>The degree is forwarded to SO (Exam) in personal file of student for signature.</li> </ul> <p><b><u>Day 27 [SO (exam)]</u></b></p> <p>SO (Exam) forward the degree to RGO for signature of the Registrar.</p> <p><b><u>Day 28 (RGO)</u></b></p> <ul style="list-style-type: none"> <li>RGO send the degree back to SO (exam) after signatures.</li> </ul> <p><b><u>Day 29 &amp; 30 (Dak Window)</u></b></p> <ul style="list-style-type: none"> <li>Degree certificate is kept on dak window for disbursement to student.</li> </ul> <p><b>Note:- 15 days are reserved in this case as the outside agency is involved.</b></p> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
| 4.      | Provisional Degree Certificate                         | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD<br>For Ph.D.- After open defence final reports to be approved by DT and Ph.D. notification to be signed by RG | Within 7 working days  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The Dealing Assistant (DA) prepares the notesheet along with 'Ph.D. Notification' for signatures of Registrar</li> <li>➤ Put up proposal to SO (Exam) under rules/precedences.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks and verifies the contents of the notesheet along with 'Ph.D. notification'</li> <li>➤ Summarises the notesheet and proposes course of action wherever required</li> <li>➤ Put up to Consultant/AR/DR</li> </ul> <p><b>Consultant/AR/DR (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the notesheet along with 'Ph.D. notification' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet</li> </ul> | I/c- A&E Section                 |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p>and proposes final course of action wherever required</p> <ul style="list-style-type: none"> <li>➤ Put up to Registrar</li> </ul> <p><b>Registrar (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Signs the Ph.D. Notification</li> </ul> <p><b>Consultant/AR/DR (Day-5)</b></p> <ul style="list-style-type: none"> <li>• The Registrar marks file back to Consultant/AR/DR who further marks file to SO (Exam)</li> </ul> <p><b>Dealing Hand/SO (Day-6)</b></p> <ul style="list-style-type: none"> <li>➤ DA forwards the signed Notification to the record keeper for dispatch entry and photocopy</li> <li>➤ DA sends e-mail to all concerned reg. Ph.D. notification</li> <li>➤ DA prepares Notesheet reg. issue of provisional degree certificate alongwith 'Provisional Degree Certificate'</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student  | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|--|--|--|----------------------------------|
|         |  |  |  | <p>➤ Put up to SO (Exam)</p> <p><b>Section Officer (Day-7)</b></p> <p>➤ SO(Exam) checks, verifies and signs the notesheet and 'Provisional Degree Certificate'</p> <p>➤ After signatures of SO(Exam) the same is kept on dak window for disbursement to student.</p>   |                                  |
| 5.      | Railway Concession Form                                | Written request by student in prescribed format along with filled document duly signed by concerned student as well as advisor/HOD along with leave card where leave is granted by HOD | Within 5 working days after receipt of complete application                                    | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO(Exam) and from SO(Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to</li> </ul> | I/c- A&E Section                 |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student  | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|--|--|---|----------------------------------|
|         |  |  |  | <p>concerned official</p> <p><b>Concerned official (Day-2-3)</b></p> <ul style="list-style-type: none"> <li>Concerned official will call concerned student to fill all the details of journey in railway concession forms and check for approval of leave of concerned student and put up to SO(Exam) for signatures.</li> </ul> <p><b>Section Officer (Day-4-5)</b></p> <ul style="list-style-type: none"> <li>SO (Exam) will check all entries. If error, returned to concerned official and if OK, will sign the railway concession form and put up in dak for disbursement to student.</li> </ul> |                                  |
| 6.      | Duplicate Identity Card                                | Application in Prescribed Form<br>Passport size photograph<br>Fee Receipt @ Rs. 100/- to be paid in accounts section for issue of duplicate identity card and final receipt to be submitted in A&E Section | Within 30 working days. Not issued by department.<br>Dependent on outside agency               | <p><b><u>Day 1 (Record Keeper)</u></b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings.</li> <li>The same is entered into dak register. The dak is sent to the Consultant/AR to SO (Exam) and from SO(Exam) it is further marked to concerned dealing assistant.</li> </ul>  | I/c- A&E Section                 |



| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  | along with request with copy of FIR/DDR               |  | <p><b><u>Day 2 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>The record keeper gives concerned dak to concerned official</li> <li>DA check all the particulars in the of ID card form and seek permission of SO(Exam) to send it to offset printer firm.</li> <li>Further DA punches the data in excel file along with photograph and forward it to offset printer firm.</li> </ul> <p><b><u>Day 3&amp;4 (Offset Printer)</u></b></p> <ul style="list-style-type: none"> <li>Offset Printer provide draft of ID card</li> </ul> <p><b><u>Day 5 (Dealing Assistant)</u></b></p> <ul style="list-style-type: none"> <li>Check all the particulars of the draft and give the draft to students to check it and sign it.</li> <li>If there is any correction, then it is informed to offset printer otherwise ask for final printing of ID Card</li> </ul> <p><b><u>Day 6&amp;7 (Offset Printer)</u></b></p> <ul style="list-style-type: none"> <li>Offset Printer provide ID card.</li> </ul> <p><b>Note: Rest of the period is reserved for safe side as the out side agency is involved.</b></p> |                                  |

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|---------|---|--|--|---|----------------------------------|
| 7.      | Passport Certificate Registration Certificate, Fee structure of education loan, Tax deduction-tuition fee certificate, Certificate in-lieu of migration certificate Any other Certificate | <p>Two photographs, one pasted on the application to be attested by Hostel Warden and other one attached with the application. Present residential address should be mentioned on the application which should be verified/certified by the Hostel Warden + requisite fee details</p> <p><b>Bonafide certificate for passport is issued only to the students who have stayed in NIPER campus for minimum one year</b></p> <p>For others certificates written request by student in prescribed format along with filled document duly signed by concerned student as well as advisor &amp; HOD + requisite fee details</p> <p>For residence proof certificate, students are</p> | Within 3-5 working days after receipt of complete application                                  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO (Exam) and from SO(Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to concerned official</li> </ul> <p><b>Concerned official (Day-2)</b></p> <ul style="list-style-type: none"> <li>Concerned official prepare the draft of certificate and put up the same on the personal file to SO (Exam).</li> </ul> <p><b>Section Officer (Day-3)</b></p> <ul style="list-style-type: none"> <li>SO (Exam) will check all entries. If error, returned to concerned official and if OK, forwarded to Consultant/AR(Exam) for approval.</li> </ul> | I/c- A&E Section                 |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
|         |  | required to mention their present residential address duly forwarded through Hostel Warden.   |  | <p><b>Dealing Hand (Day-3)</b></p> <ul style="list-style-type: none"> <li>On approval final certificate copy is put up to SO (Exam) for final signatures. After signatures of SO (Exam) the same is kept on dak window for disbursement to student.</li> </ul>  |                                  |
| 8.      | Refund of security to registered students              | Student has to deposit no dues certificate completed in all respects along with request to refund the security submitted by him/her at the time of admission mentioning security amount and account no. where security amount to be refunded. | 10 days time to forward request to F&A Section for further processing after receipt of NDC     | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO (Exam) and from SO (Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to concerned official</li> </ul> <p><b>Concerned official (Day-2)</b></p> <ul style="list-style-type: none"> <li>Concerned official prepare the draft note sheet and put up the same on the personal file to SO</li> </ul> | Director                         |

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|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p>(Exam).</p> <p><b>Section Officer (Day3)</b></p> <ul style="list-style-type: none"> <li>SO (Exam) will check all entries. If error, returned to concerned official and if OK, forwarded to Consultant/AR(Exam) for signature.</li> </ul> <p><b>Consultant/AR (Day-3)</b></p> <ul style="list-style-type: none"> <li>SO (Exam) will forward to Registrar for comments.</li> </ul> <p><b>Registrar (Day 4-6)</b></p> <ul style="list-style-type: none"> <li>Registrar office it will be forwarded to Director for final approval.</li> </ul> <p><b>Director (Day 7-8)</b></p> <ul style="list-style-type: none"> <li>After approval of Director, file received at SO(Exam).</li> </ul> <p><b>DR (F&amp;A) (Day-9)</b></p> <ul style="list-style-type: none"> <li>On receipt, SO (Exam) mark file to DR (F/A)</li> </ul> <p><b>Section Officer (Day-10)</b></p> <ul style="list-style-type: none"> <li>DA will put Office order for refund of security for final Signature</li> </ul> |                                  |

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|---------|--|--|--|--|----------------------------------|
| 9.      | Abstract Submission/ Poster Presentation/ Conference for Master and PHD - National | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD. | Within 10 Working days after receipt of application  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO (Exam) and from SO (Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to concerned official</li> </ul> <p><b>Concerned official (Day-2)</b></p> <ul style="list-style-type: none"> <li>concerned official prepare the noting sheet for the approval draft of Abstract Submission/ Poster Presentation/ Conference and put up the same on the personal file to SO (Exam).</li> </ul> <p><b>Section Officer /Consultant/AR (Day-2-3)</b></p> <ul style="list-style-type: none"> <li>SO (Exam) will check all entries. If error, returned to concerned official</li> </ul> | Dean/Director                    |

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|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p>and if OK, forwarded to Consultant/AR(Exam) for signature.</p> <p><b>Section Officer (Day-4)</b></p> <ul style="list-style-type: none"> <li>On approval, the notesheet alongwith conference form is forwarded to Dean for approval.</li> </ul> <p><b>Dean (Day-5-7)</b></p> <ul style="list-style-type: none"> <li>Approval of Dean for permission to attend Conference.</li> </ul> <p><b>Director (Day 5-7)</b></p> <ul style="list-style-type: none"> <li>If financial assistance or International conference, the request is signed further by Director.</li> <li>After approval of Director, file received at SO(Exam).</li> </ul> <p><b>Section Officer (Day-8)</b></p> <ul style="list-style-type: none"> <li>On receipt of the file back, office order is prepared by the dealing assistant and put up for signatures of SO(Exam).</li> </ul> <p><b>Section Officer (Day-9)</b></p> <ul style="list-style-type: none"> <li>Then issue Office order for by</li> </ul> |                                  |

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|---------|--|--|--|--|----------------------------------|
|         |  |  |  | <p>SO(Exam).</p> <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>• The same is kept on dak window for disbursement to student.</li> </ul>  |                                  |
| 10.     | Utilization /Continuation Certificate/ half yearly progress report for project funded PhD students | Written request by student in prescribed format along with filled document duly signed by concerned student as and duly forwarded/recommended by advisor & HOD | Within 7 working days after receipt of application   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The DA prepares the draft of 'Utilization /Continuation Certificate/ half yearly progress report' and put up the same in the personal file to SO(Exam) under Rules/references/precedences.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO (Exam) checks and verifies the contents of the notesheet and check all entries of the Certificate.</li> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ If OK, summarises the notesheet and proposes course of action if applicable or required</li> </ul> | Dean                             |

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|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p>➤ Put up to Consultant/AR/DR</p> <p><b>Consultant/AR/DR (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the note sheet alongwith 'Certificate' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet and proposes final course of action wherever required</li> <li>➤ Put up to Dean</li> </ul> <p><b>Dean (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval</li> </ul> <p><b>Consultant/AR/DR(Day-5)</b></p> <ul style="list-style-type: none"> <li>• The Dean marks file back to Consultant/AR/DR who further marks file to SO (Exam) who lastly marks to DA</li> </ul> |                                  |



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|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p><b>Dealing Hand/SO (Day-6)</b></p> <ul style="list-style-type: none"> <li>➤ DA prepares fair 'Utilization /Continuation Certificate/ half yearly progress report'</li> <li>➤ Put up to SO (Exam) for signatures</li> </ul> <p><b>Section Officer (Day-7)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks, verifies and signs the notesheet and 'Utilization /Continuation Certificate/ half yearly progress report'</li> <li>➤ After signatures of SO(Exam) the same is kept on dak window for disbursement to student.</li> </ul> |                                  |
| 11.     | Certificate for Funding agencies for travel grant      | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 7 working days after receipt of application   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The DA prepares the 'Certificate for Funding agencies' and put up the same in the personal file to SO(Exam) with Rules/ references/ precedences.</li> </ul>  | Dean/Director                    |

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|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO (Exam) checks and verifies the contents of the notesheet and check all entries of the Certificate.</li> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ If OK, summarises the notesheet and Proposes course of action if applicable or required</li> <li>➤ Put up to Consultant/AR/DR</li> </ul> <p><b>Consultant/AR/DR (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the note sheet alongwith 'Certificate' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet and proposes final course of action wherever required</li> <li>➤ Put up to Dean</li> </ul> |                                  |

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|         |  |   |  | <p><b>Dean/DT (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Approval by Dean in case no financial expenditure</li> <li>➤ Onward submission to DT for Approval, if financial expenditure</li> </ul> <p><b>Consultant/AR/DR (Day-5)</b></p> <ul style="list-style-type: none"> <li>➤ The Deansigns &amp;marks file back to Consultant/AR/DR who further marks file to SO (Exam)</li> </ul> <p><b>Section Officer (Day-6)</b></p> <ul style="list-style-type: none"> <li>➤ SO (Exam) re-checks whether the 'Certificate for Funding agencies' has been duly signed at appropriate places by the Dean</li> <li>➤ If yes, marks file to DA</li> <li>➤ If no, resends the file to Dean</li> </ul> <p><b>Dealing Hand/SO (Day-7)</b></p> <ul style="list-style-type: none"> <li>➤ DA forwards the signed Certificate to the record keeper for dispatch entry and photocopy</li> </ul> |                                  |

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|---------|--|---|--|--|----------------------------------|
|         |  |   |  | The same is kept on dak window for disbursement to student.  |                                  |
| 12.     | Approval for attending summer trainings                | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 15 working days after receipt of application  | <p><b>PA to Dean (Day 1-3)</b></p> <ul style="list-style-type: none"> <li>Receives requests of students and put up to Dean</li> </ul> <p><b>Dean (Day 4)</b></p> <ul style="list-style-type: none"> <li>Marks the request to departmental Head for shortlisting</li> </ul> <p><b>HOD (Day 5-7)</b></p> <ul style="list-style-type: none"> <li>Shortlists and send the shortlisted applications to Dean</li> </ul> <p><b>Dean (Day 8)</b></p> <ul style="list-style-type: none"> <li>Marks the applications to SO(Exam) to issue letters to selected candidates</li> </ul> <p><b>SO(Exam) (Day 9)</b></p> <ul style="list-style-type: none"> <li>Marks to dealing assistant to put drafts</li> </ul> <p><b>Dealing Assistant (Day 10-12)</b></p> <ul style="list-style-type: none"> <li>Submits drafts to SO(Exam)</li> </ul> <p><b>SO(Exam)</b></p> <ul style="list-style-type: none"> <li>Signs the letters and forward for despatch</li> </ul> | Dean/Director                    |

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|---------|---|---|--|--|----------------------------------|
| 13.     | Award of Scholarship from various other Govt. for SC/ST/OBC | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 10 working days after receipt of application  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>The request of the student is received in morning/evening dealing timings. The same is entered into dak register.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>Check the request particulars. The dak is marked by the Consultant/AR to SO (Exam) and from SO (Exam) it is further marked to concerned dealing assistant. The record keeper gives concerned dak to concerned official</li> </ul> <p><b>Concerned official (Day-2)</b></p> <ul style="list-style-type: none"> <li>Draft of Award of Scholarship for SC/ST/OBC other Govt. prepared. Concerned official prepare the Bonafide Certificate and put up on the personal file to SO (Exam).</li> </ul> <p><b>Section Officer (Day-3)</b></p> <ul style="list-style-type: none"> <li>SO(Exam) will check all entries. If</li> </ul> | Dean/Director                    |

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|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p>error, returned to concerned official and if OK, forwarded to Consultant/AR (Exam) for signature.</p> <p><b>Consultant/AR/DR (Day 3-4)</b></p> <ul style="list-style-type: none"> <li>• Checks and return to SO(Exam)</li> </ul> <p><b>Section Officer (Day 3-4)</b></p> <ul style="list-style-type: none"> <li>• Approved note sheet along with bonafide certificate is put up to Dean approval.</li> </ul> <p><b>Dean (Day-5-7)</b></p> <ul style="list-style-type: none"> <li>• Approves the request and return to SO (Exam)</li> </ul> <p><b>Dealing Assistant (Day 8)</b></p> <ul style="list-style-type: none"> <li>• On receipt of the file back, office order is prepared by the dealing assistant and put up for signatures of SO(Exam).</li> </ul> <p><b>Section Officer (Day-9)</b></p> <ul style="list-style-type: none"> <li>• Office order issued by SO (Exam).</li> </ul> <p><b>Dealing Hand (Day-10)</b></p> <ul style="list-style-type: none"> <li>• After signatures of SO(Exam) the same is kept on dak window for</li> </ul> |                                  |

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|---------|---|---|--|---|----------------------------------|
|         |   |   |  | disbursement to student.  |                                  |
| 14.     | Endorsement certificates for scholarships/fellowships from various agencies | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 7-10 working days after receipt of application  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The DA prepares the 'Endorsement certificates for scholarships/fellowships from various agencies' and put up the same in the personal file to SO(Exam) with Rules/references/ precedences.</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks and verifies the contents of the notesheet and check all entries of the Certificate.</li> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ If OK, summarises the notesheet and Proposes course of action if applicable or required</li> </ul> | Dean/Director                    |

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|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <ul style="list-style-type: none"> <li>➤ Put up to Consultant/AR/DR</li> <br/> <li><b>Consultant/AR/DR (Day-3)</b></li> <li>➤ Checks and refines the contents of the note sheet alongwith 'Certificate' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet and proposes final course of action wherever required</li> <li>➤ Put up to Dean</li> <br/> <li><b>Dean (Day-4)</b></li> <li>➤ Approval &amp; Signatures by Dean</li> <br/> <li><b>Consultant/AR/DR (Day-5)</b></li> <li>➤ The Dean marks file back to Consultant/AR/DR who further marks file to SO(Exam)</li> </ul> |                                  |



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|---------|--|---|---|--|----------------------------------|
|         |  |   |   | <p><b>Section Officer (Day-6)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) re-checks whether the 'Endorsement certificates for scholarships/fellowships from various agencies' has been duly signed at appropriate places by the Dean</li> <li>➤ If yes, marks file to DA</li> <li>➤ If no, resends the file to Dean</li> </ul> <p><b>Dealing Hand/SO (Day-7)</b></p> <ul style="list-style-type: none"> <li>➤ DA forwards the signed Certificate to the record keeper for dispatch entry and photocopy</li> </ul> <p>The same is kept on dak window for disbursement to student.</p> |                                  |
| 15.     | Upgradation from JRF to SRF                            | Written request by student must reach A&E Section 10 days before the due date of assessment in prescribed proforma along with filled document duly signed by concerned student and duly | After receiving proceedings from Assessment Committee, upgradation order will be issued within next 8-10 Working days | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The DA prepares the notesheet</li> <li>➤ Put up proposal to SO(Exam) under Rules/references/precedences wherever applicable</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks and verifies the</li> </ul>  | Director                         |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
|         |  | <p>forwarded/recommended by advisor &amp; HOD.<br/> Advisor to provide committee members, venue and date of holding meeting<br/> Proceedings to be approved by DT</p> |  | <p>contents of the notesheet and check all entries of the Certificate.</p> <ul style="list-style-type: none"> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ If OK, summarises the notesheet and adds comments and further course of action if applicable or required</li> <li>➤ Put up to Consultant/AR/DR</li> </ul> <p><b>Consultant/AR/DR (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the note sheet alongwith 'Certificate' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet and proposes final course of action wherever required</li> <li>➤ Put up to Dean</li> </ul> <p><b>Dean (Day-4-6)</b></p> <ul style="list-style-type: none"> <li>➤ Onward submission to DT for Approval, due to financial expenditure</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p><b>Consultant/AR/DR (Day-6)</b></p> <ul style="list-style-type: none"> <li>• The Deanmarks file back to Consultant/AR/DR who further marks file to SO(Exam) who lastly marks to DA</li> </ul> <p><b>Dealing Hand/SO (Day-7)</b></p> <ul style="list-style-type: none"> <li>➤ DA prepares 'Office Order'</li> <li>➤ Put up to SO(Exam)</li> </ul> <p><b>Section Officer (Day-8)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks, verifies and signs the notesheet and 'Office Order'</li> <li>➤ After signatures of SO(Exam) the 'Office Order' is kept on dak window for disbursement to student.</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student                                  | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|---|---|--|---|----------------------------------|
| 16.     | Issue of project quarterly bills for sanction of fellowship by various funding agencies | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 7 working days after receipt of application   | <p><b>Student (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ Fills up the the attendance on Portal. After his.her submission it will directly go to login of his/her Guide.</li> </ul> <p><b>Guide (Day 2-3)</b></p> <ul style="list-style-type: none"> <li>➤ Guide verifies the attendance of the scholar and forwards the same. It will go to the login of Maker (DA).</li> </ul> <p><b>Maker (Day 4-5)</b></p> <ul style="list-style-type: none"> <li>➤ The Dealing Assistant (DA) after checking forwards the same which will go to the login of Checker (SO(Exam))</li> </ul> <p><b>Section Officer (Day-5-7)</b></p> <ul style="list-style-type: none"> <li>➤ SO (Exam) checks and verifies the attendance which will directly go to the funding agency for disbursement of fellowship</li> </ul> | Dean                             |
| 17.     | Resignation letter processing and relieve order for Phd scholars and JRF/SRF/RA/PDF     | Written request by student in prescribed format along with filled document duly signed by concerned student and duly  | Within 10working days after receipt of application   | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The DA prepares the notesheetalongwith draft “Resignation/Relieving Order” for</li> </ul>   | Dean/Director                    |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  | forwarded/recommended by advisor & HOD                |  | <p>processing of Resignation/ Relieving order for Phd scholar and JRF/SRF/RAS/PDF put up the same in the concerned personal file to SO(Exam)Rules/references/precedences wherever applicable</p> <p><b>Section Officer (Day 2&amp;3)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks and verifies the contents of the notesheet and check all necessary documents for issue of the "Resignation/Relieving Order"</li> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ If OK, summarises the notesheet and forward the same to Consultant with comments</li> </ul> <p><b>Consultant/AR/DR (Day-4)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the note sheet alongwith 'Resignation/Relieving Order' for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p>and proposes final course of action wherever required</p> <ul style="list-style-type: none"> <li>➤ Put up to Dean/Registrar.</li> </ul> <p><b>Dean (Day-5&amp;6)</b></p> <ul style="list-style-type: none"> <li>➤ Dean/Registrar sign the notesheet and put for signature of the Director for approval.</li> </ul> <p><b>Consultant/AR/DR(Day-7)</b></p> <ul style="list-style-type: none"> <li>• After approval from the Director the Dean/Registrar marks file back to Consultant/AR/DR who further marks file to SO (Exam) who lastly marks to DA</li> </ul> <p><b>Dealing Hand (Day-8)</b></p> <ul style="list-style-type: none"> <li>➤ DA prepares order and put the same on the notesheet for signature to SO (Exam)</li> </ul> <p><b>Section Officer (Day-9)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks, verifies and signs the notesheet and 'Order'</li> </ul> |                                  |

| Sl. No. | Type of Document / certificate required by the Student                          | Documents/Fee required to be submitted by the student   | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|---|---|--|--|----------------------------------|
|         |   |   |  | <p><b>Dealing Hand/SO (Day-10)</b></p> <ul style="list-style-type: none"> <li>➤ After SO (Exam) Sign the order, the DA will give the signed order to the record keeper for dispatch entry and photocopy.</li> <li>➤ After signatures of SO(Exam) the same is kept on dak window for disbursement to student.</li> </ul>  |                                  |
| 18.     | Permission to visit various labs for project funded PhD student with in country | Written request by student in prescribed format along with filled document duly signed by concerned student and duly forwarded/recommended by advisor & HOD | Within 8-10 working days after receipt of application  | <p><b>Dealing Hand (Day-1)</b></p> <ul style="list-style-type: none"> <li>➤ The Dealing Assistant (DA) prepares the notesheet for signatures of Dean</li> <li>➤ Put up proposal to SO(Exam) with Rules/references/precedences wherever applicable</li> </ul> <p><b>Section Officer (Day-2)</b></p> <ul style="list-style-type: none"> <li>➤ SO(Exam) checks and verifies the contents of the notesheet.</li> <li>➤ If there's any error, file is returned to concerned official</li> <li>➤ Summarises the notesheet and adds comments</li> </ul> | Dean/Director                    |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <ul style="list-style-type: none"> <li>➤ Proposes course of action wherever required</li> <li>➤ Put up to Consultant/AR/DR</li> </ul> <p><b>Consultant/AR/DR (Day-3)</b></p> <ul style="list-style-type: none"> <li>➤ Checks and refines the contents of the notesheet for decision making of the Competent Authority</li> <li>➤ Summarises and refines the notesheet and proposes final course of action wherever required</li> <li>➤ Put up to Dean</li> </ul> <p><b>Dean (Day-4-5)</b></p> <ul style="list-style-type: none"> <li>➤ Signs the notesheet and put up to Director of approval.</li> </ul> <p><b>Consultant/AR/DR(Day-6)</b></p> <ul style="list-style-type: none"> <li>• The Dean marks file back to Consultant/AR/DR who further marks file to SO (Exam)</li> <li>• SO (Exam) will mark the file to the dealing assistant.</li> </ul> <p><b>Dealing Hand/SO (Day-7)</b></p> |                                  |



| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP  | Competent Authority for approval |
|---------|--|---|--|--|----------------------------------|
|         |  |   |  | <p>➤ DA will prepare the order and put up the same on notesheet to SO (Exam) for signature.</p> <p><b>Section Officer (Day-7)</b></p> <p>➤ SO(Exam) checks, verifies and signs the order alongwithnotesheet.</p> <p><b>Dealing Hand/SO (Day-8)</b></p> <p>➤ After SO (Exam) Sign the order, the DA will give the signed order to the record keeper for dispatch entry and photocopy.</p> <p>➤ After signatures of SO(Exam) the same is kept on dak window for disbursement to student.</p> |                                  |
| 19      | New ID Card  | Details from student to be provided                   | Within 30 working days after receipt of complete information of document verification          | <p><b>Dealing Hand (Day 1 - 5)</b></p> <ul style="list-style-type: none"> <li>The dealing hand will take budgetary approval from competent authority for issuing i-cards.</li> </ul> <p><b>Dealing Hand (Day 6 -10)</b></p> <ul style="list-style-type: none"> <li>Dealing hand will tabulate and</li> </ul>   | I/c- A&E Section                 |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p>check data for all admitted students received from departmental offices and forward the same to the party.</p> <p><b>Offset Printer firm (Day 11 -15)</b></p> <ul style="list-style-type: none"> <li>Will prepare draft icards of all newly admitted students and forward to dealing assistant.</li> </ul> <p><b>Dealing Hand (Day-16-25)</b></p> <ul style="list-style-type: none"> <li>Will send draft icards to departmental offices for checking by students and to revert changes within stipulated time. After final checking the same will be sent to offset printer for final copy of icard</li> </ul> <p><b>Offset Printer firm (Day 26-30)</b></p> <ul style="list-style-type: none"> <li>Will prepare final icards of all newly admitted students and forward to dealing assistant for distribution.</li> </ul> |                                  |
| 20      | New Health Card  | Details from student to be provided                   | Within 60-90 working days after receipt of complete information                                | <p><b>Dealing Hand (Day 1 - 5)</b></p> <ul style="list-style-type: none"> <li>The dealing hand will take budgetary approval from competent authority for issuing health cards and indent for insurance through I/C A&amp;E Section.</li> </ul>  | I/c- A&E Section                 |

| Sl. No. | Type of Document / certificate required by the Student | Documents/Fee required to be submitted by the student | No. of days required by the Exam Section to issue the certificate /document excluding holidays | SOP   | Competent Authority for approval |
|---------|--|---|--|---|----------------------------------|
|         |  |   |  | <p><b>Purchase section (Day 6 -45)</b></p> <ul style="list-style-type: none"> <li>Purchase procedure is followed to finalize the party and finally providing purchase order to A&amp;E Section.</li> </ul> <p><b>Dealing Hand (Day 46-50)</b></p> <ul style="list-style-type: none"> <li>Will prepare details of students to be insured and forward to Insurance agency.</li> </ul> <p><b>Insurance Company (Day-50-60)</b></p> <ul style="list-style-type: none"> <li>Insurance company takes time to issue new policy with list of insured students</li> </ul> <p><b>Insurance Company (Day 61-90)</b></p> <ul style="list-style-type: none"> <li>Insurance company will send health cards for further distribution to students.</li> </ul> |                                  |

## 4. Store & Purchase Section

### i. Purchase Section

| Sl. No. | Activity                                     | SoP with time line proposed   | Competent Authority to take final decision/ Level of Approval |
|---------|--|---|---|
| 1.      | Placing of indents of SPC-I / SPC-II meeting | <b><u>Within 2 working days</u></b><br>DA -Day 1 - Checking & Printing of Indent<br>Day 2- Budgetary approval confirmation for F&A<br>Day 2 - Submission to SPC with requisite input  | Asstt. Registrar (S&P)  |
| 2.      | a) Checking of item availability under GeM   | <b><u>1 Working Day</u></b><br>DA - Day1- Check availability on Gem as per specs  | SO(S&P)   |
| 3.      | b) Placing tender on GeM                     | <b><u>Within 4 working days</u></b><br>DA - Day-1 - Check terms & conditions, specs etc.<br>SO/AAR - Day-2 - Checking & approval<br>DA - Day- 3 &4 - GeM bid publishing<br><i>(If purchase available on GeM is for less than 5 lakh, it will be procured directly as per recommendation of Indenter.)</i> | Asstt. Registrar (S&P)  |
| 4.      | Single tender                                | <b><u>Within 5 working days</u></b><br>Day 1 DA - Checking GeM availability<br>Proposal & NIT for approval of CA with T&C.<br>SO & AAR - Day 2 - Checking of the proposal<br>Registrar - Day 3 - for onward submission to Director<br>Director - Day 4 - Approval<br>DA/SO/AAR - Day 5 NIT to be issued   | Director  |

| Sl. No. | Activity   | SoP with time line proposed   | Competent Authority to take final decision/ Level of Approval |
|---------|--|---|---|
| 5.      | Floating of Tenders on Institute's website, CPPP, E-procurement including preparation of NIT         | <p><b><u>Within 2 working days (after receipt of approval)</u></b></p> <p>DA - Day 1- Preparation of NIT and BOQ<br/>SO /AAR Day 1 - Checking &amp; approval</p> <p>DA - Day 2- Uploading on NIPER website, CPPP/ for e-procurement</p>   | Asstt. Registrar (S&P)  |
| 6.      | Downloading and printing of tender bids and forwarding the same for Technical Evaluation to Indenter | <p><b><u>Within 3 working days</u></b></p> <p>DA - Day -1 - On due date &amp; time, bid will be opened, bid documents downloaded and printed. Check for requisite documents &amp; information. Open and prepare file.</p> <p>SO/AAR - Day2- Checking by SO/AAR</p> <p>DA - Day3 - File will be sent to the Indenter for technical evaluation.</p> <p><i>(After receiving of the technical evaluation from Indenter, file will be placed to the concerned SPC.Intimation of Qualified/disqualified parties shall be updated on GeM and in case any representation received within 48hrs from any of the disqualified bidders, will be addressed and decision posted on GeM.)</i></p> | SO(S&P)/Asstt. Registrar (S&P)                                |
| 7.      | Opening of price bids and Preparation of Comparatives under Compass/GeM                              | <p><b><u>Within 3 working days</u></b></p> <p>DA - Day1 - Downloading, preparation/printing, checking and proposal for approval<br/>SO/AAR - Day 2 - Checking &amp; approval<br/>DA - Day 3 - Submission for approval</p>   | Asstt. Registrar (S&P)/ SPC-I or SPC-II                       |

| Sl. No. | Activity   | SoP with time line proposed   | Competent Authority to take final decision/ Level of Approval |
|---------|--|---|---|
|         |  | <i>(After opening of the financial bids, if price is higher as per indented budget, file will be processed for price justification and reasonability and approval of additional budget through Indenter.)</i>   |   |
| 8.      | Preparation of sanction sheet after receipt of recommendation from Indenter. | <b><u>Within 2 working days</u></b><br>DA - Day 1 - Preparation of the sanction sheet<br>SO/AAR - Day 2 - Checking & submission   | Asstt. Registrar (S&P)  |
| 9.      | Placing sanction sheets for approval   | <b><u>Within 5 working days</u></b><br>DA - Day 1 - Checking and preparation of sanction sheet<br>SO & AAR - Day 2 - Checking & onward submission<br>DR(FA) - Day 3 - Finance concurrence<br>Registrar - Day 4 - for onward submission to Director<br>Director - Day 5 - Approval | SO(S&P)/Asstt. Registrar (S&P)                                |
| 10.     | Release of Purchase order  | <b><u>Within 2 working days</u></b><br>DA/SO/AAR - After approval of competent authority PO be released   | Asstt. Registrar (S&P)  |
| 11.     | Forwarding of Bills for payments to accounts section                         | <b><u>Within 2 working days</u></b><br>DA/SO/AAR Day 1-2 - After receiving bills from Store section, purchase section will verify bills as per the PO/Contract, prepare the bill summary and forward to F&A Section for payment.  | Asstt. Registrar (S&P)  |
| 12.     | Review of Pending indents of SPC-I & SPC-II due for processing               | <b><u>Fortnightly</u></b><br>DA/SO/AAR will review of the pending Indents not processed due to deficiency like lack of papers, service reports, budget or any other issues/reason thereof and submit the report to Registrar/Director for perusal and necessary directions.       | Asstt. Registrar(S&P)   |

| Sl. No. | Activity  | SoP with time line proposed  | Competent Authority to take final decision/ Level of Approval |
|---------|---|--|---|
| 13.     | Updating of entries in Purchase Order Register after issue of Purchase orders and at the time of payments/adjustments of bills. | <b>Simultaneously with issue of each PO</b> and completed with final payments. SO shall check it on daily basis and AAR shall monitor on monthly basis.        | Asstt. Registrar(S&P)   |
| 14.     | Forwarding of request of EMD/Security Deposit, etc.   | <b>Within 3 working days</b><br>DA -Day 1- Preparation of Case Proposal<br>Day -2-3- Sent to the Account section for release of the EMD, Security Deposit etc. | Asstt. Registrar(S&P)   |
| 15.     | Processing of LC  | <b>2 working days</b><br>LC will be prepared after the confirmation and receipt of required documents from the Vendor (case to case basis)                     | Asstt. Registrar(S&P)   |
| 16.     | Issue of Custom Exemption Certificate   | <b>Within 2 working days</b><br>DA/SO/AAR - Day -1- Preparation of documents<br>Director - Day-2- Approval of Competent Authority<br>DA - Issue                | Director  |
| 17.     | Forwarding of payment bills of Clearing House Agent   | <b>Within 3 working days</b><br>DA - Day 1 & 2 - Checking and verification of bills/shipment received<br>SO & AAR - Day 3- Checking & onward submission        | Asstt. Registrar(S&P)   |
| 18.     | Preparation of Import Order   | <b>Within 2 working days</b><br>DA/SO/AAR - Day -1- Preparation of documents<br>Director - Day-2- Approval of Competent Authority<br>DA - Issue                | Asstt. Registrar(S&P)   |
| 19.     | Forwarding bill to Account Section  | <b>Within 3 working days</b><br>DA - Day 1 & 2 - Checking and verification of bills/shipment received  | Asstt. Registrar(S&P)   |

| Sl. No. | Activity                                      | SoP with time line proposed                    | Competent Authority to take final decision/ Level of Approval |
|---------|---|--|---|
|         |   | SO & AAR - Day 3- Checking & onward submission |   |
| 20.     | Track date of delivery of each Purchase Order | Regularly                                      | SO(S&P)   |
| 21.     | Action on Stale Purchase Order                | Regularly                                      | SO(S&P)/Asstt. Registrar(S&P)                                 |

## ii. Store Section

| Sl. No. | Activity  | Time for Disposal<br>(Maximum no. of working days)   | Competent Authority to take final decision/ Level of Approval |
|---------|---|--|---|
| 1.      | Stock entry in <b>Material Receipt Register</b> after receipt of goods. | <b><u>Within 2 working days</u></b><br><b>DA -Day 1-</b> Receiving of material, entry in Daily Receipt Register (DRR) and forwarding of DRR particulars to Indenter for acceptance.<br><b>DA-Day 2</b> - Inspection of received material, reporting of short supply, defective/unacceptable goods, if any. | SO(S&P)/Asstt. Registrar (S&P)                                |
| 2.      | Issue/Transfer of inventory items                                       | <b>Same day</b>  | SO(S&P)   |
| 3.      | No Dues Certificate   | <b><u>Within 5 working days</u></b><br><b>DA-Day 1-2-</b> Verification from PIR<br><b>DA-Day 2-3</b> - Checking of transfer vouchers/return vouchers   | Asstt. Registrar (S&P)  |



| Sl. No. | Activity   | Time for Disposal<br>(Maximum no. of working days)   | Competent Authority to take final decision/<br>Level of Approval |
|---------|--|--|--|
|         |  | Transfer/return related formalities, updating of relevant ledgers<br><b>SO/AAR - Day 4</b> - Checking & approval<br><b>DA- Day 5</b> - Issue of NDC  |  |
| 4.      | Ledger Entry on installation& Inspection certificate of the material, submission of Consumables/Non-Consumable Issue slips | <b>Immediately (same day)</b>  | SO(S&P)  |
| 5.      | Forwarding of Inwards supply and CHA bills to Purchase Section duly signed by the indenter, as may be required.            | <b><u>Within 3 working days</u></b><br><b>DA-Day 1-2-</b> Checking quantity with reference to order and the bill. Quality & installation certificate of Indenter.<br><b>SO/AAR - Day 3</b> - Checking & approval<br><b>DA - Day- 3</b> - Forward bills | Asstt. Registrar (S&P)   |
| 6.      | Processing of ImprestBills   | <b><u>Within 3 working days</u></b><br><b>DA-Day - 1</b> - Checking & Stock entry of the received bills against the budget allocated<br><b>SO/AAR-Day - 2</b> - Approval<br><b>DA-Day 3</b> - Forwarding the bills to the purchase section             | SO(S&P)/Asstt. Registrar (S&P)                                   |
| 7.      | Issue of items from Central Stores   | <b>Within 1 -2 Days</b>  | SO(S&P)/Asstt. Registrar (S&P)                                   |
| 8.      | Stock entry of items issued from Central Stores and Verification of payment of courier services (Indian & imported)        | <b>Within 1 -2 Days</b>  | SO(S&P)/Asstt. Registrar (S&P)                                   |

## 5. ENGINEERING SECTION

| Sl. No. | Charter of works  | Key Responsible Person (KRP)  | Time for Disposal (Maximum No. of working days)      | Competent Authority for Approval      |
|---------|---|---|--|---------------------------------------|
| 1.      | <p>After receiving the request pertaining to providing estimate from the concerned department, the site inspection is done by the concerned Engineer in the presence of user for working out clear requirement except for special nature of works/ special requirements, the time frame for various categories of under mentioned estimates shall be :-</p> <p>(a) Estimate costing upto 5.00 lakh.</p> <p>(b) Estimate costing above 5.00 lakhs.</p> | <p>CME/Assistant Engineer<br/>Civil/Electrical/Mechanical Utility/J. Engr (Mech)/<br/>Sub Overseer.</p> <p>-do-</p> | <p>20 - 30 days.</p> <p>45-60 days.</p>              | <p>Registrar</p> <p>Registrar</p>     |
| 2.      | <p>If the job is of general/ minor in nature and spares related with the job are available with the deptt. then the job will be completed within the time frame given except for special nature of works as under :-</p> <p>(a) Emergent Jobs/ Works/Services.</p> <p>(b) Jobs of General/ Minor nature.</p>  | <p>-do-</p> <p>-do-</p>   | <p>Within 24 hours</p> <p>Within 3 working days.</p> | <p>J.E.</p> <p>Assistant Engineer</p> |
| 3.      | <p>If the job is of general/ minor in nature and spares</p>   | <p>-do-</p>   | <p>Within 7-10 working days.</p>                     | <p>Assistant Engineer</p>             |

| Sl. No. | Charter of works  | Key Responsible Person (KRP)  | Time for Disposal (Maximum No. of working days)  | Competent Authority for Approval |
|---------|---|---|--|----------------------------------|
|         | are not available and the job is of emergency nature, the materials/ spares will be purchased from the market on cash purchase under normal circumstances except for special nature of works.   |   |  |                                  |
| 4.      | Any specialized repair which needs designing/ modification/ alternation/ dismantling/ renovation or major job which needs specific nature of materials, availability of spares, machining process or required help from outside agency, job will be completed depending upon the actual feasible conditions.  | -do-  | Within 30 working days, however depends upon actual nature of job.                     | Assistant Engineer               |
| 5.      | <p>(a) Processing of RA bills of contractors after receipt of bills in Engineering Section subject to completion of all contractual documentation required as per contract obligations of the tender.</p> <p>(b) Processing of AMC bills of various Agencies/Service Providers after receipt of bills in Engineering Section complete with all contractual tender requirements.</p> <p>(c) Final Bill processing after complete inspection and vetting, custody of records, as built drawing etc.</p> | <p>CME/Assistant Engineer<br/>Civil/Electrical/Mechanical Utility/J. Engr (Mech)/<br/>Sub Overseer.</p> <p>-do-</p> <p>-do-</p> | <p>Within 30 working days.</p> <p>Within 5 working days.</p> <p>As per CPWD norms.</p> | <p>CME</p> <p>CME</p> <p>CME</p> |