

Turn Around Time					
Sl No	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office	the concerned official
1	Processing of TA /DA Bills	Submission of completed application in all respects with the approval of competent authority to the section.	1. Application of TA/DA in the applicable form. 2. Travel Bills in orginal. 3. Boarding passes in orginal. 4. Approval from Competent Authority for payment. 5. Approval of competent authority in case of shortfall in any of the documents mentioned above.	5 working days from receipt of completed documents.	Administrative Officer
2	Processing of Bills	Submission of bills and supporting documents by contractor.	1. Original Invoice 2. Approval of nodal officers 3. Submission of documents as mentioned in PO/WO or applicable law in force. 4. Approval of competent authority in case of shortfall in any of the documents mentioned above.	5 working days from receipt of completed documents.	Administrative Officer
3	Processing of Fellowship/Stipent	Submission of Approvals by Initiator.	1. List of beneficiaries with account details 2. Approval of competent authority.	3 working days from receipt of completed documents.	Administrative Officer
4	Preparation of student fee receipt/ Invoices	On request by student/PI.	1. Explanation for demand of invoice/receipt. 2. Forward by appropriate section associated.	3 working days from receipt of completed documents.	Administrative Officer
5	Honorarium Claims	Submission of Approvals by Initiator.	1. Approval from competent authority. 2. Tax Deductible, if any.	2 working days from the receipt of completed documents	Administrative Officer
6	Payment to Outsourcing Agency	Submission of processed doucments by personnel section with the approval of competent authority.	1. Orginal Invoice. 2. Approval of competent authority.	1 working day from the receipt of completed documents	Administrative Officer
7	Salary/wages payment	Intimation from Personnel Section on joining of new employees/ relieving of employees/increments etc, if any	1. Receipt of appropriate documents for disbursement of allowances/remuneration. 2. Tax deductible from employees, if any. 3. NPS Contributions	Last working day of every month except in March where it is paid on 1st April.	Administrative Officer
8	Tax Returns	Payment of Applicable Taxes	1. Confirmation of tax payable computation by competent official. 2. Payment of Tax computed. 3. Periodicity of filing returns.	Within the time limits precribed as per law in force.	Accounts Officer
9	NPS	Preparation of list Eligible / Entitled Employees	1. Preparation of employee deductions 2. Preparation and upload of details in prescribed format. 3. Remittance of subscription within due date.	Within the time limits precribed as per law in force.	Accounts officer