

Citizen Charter

Finance & Accounts

Sl. No	Item of Work	Process	Timeline (Working days)
1	LTC	Audited Bill/Approval received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
2	CEA	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
3	Medical Reimbursement	Audited Bill/Approval received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
4	Telephone Reimbursement	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
5	TA Claim	Audited Bill/Approval received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
6	TA Advance	Approval received in Accounts Section >> Office	03 days

Sl. No	Item of Work	Process	Timeline (Working days)
		Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	
7	TDS payment	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	10 days
8	TDS Quarterly return	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	03 days
9	GST Returns	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	10 days
10	Temporary Advance From Dept Contingency	Approval received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	03 days
11	Bank reconciliation	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)	15 days
12	Imprest Bills	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA)	07 days

Sl. No	Item of Work	Process	Timeline (Working days)
		>>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	
13	Payment against Purchase Order	Bill received in Accounts Section>> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
14	Reimbursement claims requiring stock entry (Direct Purchase)	Bill received in Accounts Section >> Office Assisant>>Stores & Purchase >>Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
15	Student Stipends, Fellowship	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
16	Scholarships	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/Scholarship register/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
17	TSA/PFMS entry	Office Assistant>>Superintendent >>Officer-in-Charge (Finance &Accounts)>>Registrar>>Office Assistant (PFMS/TSA)>>Superintendent>>Officer-in-Charge (Finance & Accounts)>>Registrar	07 days
18	Form preparation	16 Office Assistant>>Superintendent>>Officer-in-Charge (F&A)>>empanelled Chartered Accountant>>Officer-in-Charge (Finance &Accounts)	02 month

Sl. No	Item of Work	Process	Timeline (Working days)
19	Pay Fixation/ Increment Vetting	Approval received in Accounts Section>>Superintendent>>Officer in Charge (Finance &Accounts)>>Registrar >>NEFT/TSA-Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	07 days
20	Forex payment	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Accounts)>>Registrar>> Office Assistant (Cash Book/NEFT/TSA/15CA/15CB) >>Superintendent>>Officer-in-Charge (Finance & Accounts) >>Registrar	10 days
21	Ledger reconciliation & trial balance	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Account)	10 days
22	Fee collection & reconciliation	Office Assistant (Bill Desk)>>Superintedent>>Officer-in-Charge(Finance &Account)	01 month
23	CEMD Office Bills	Bill received in Accounts Section >> Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge(Finance & Account)>>Registrar	07 days
24	NPS/CPF, GPF, GIS	Office Assistant>>Superintendent>>Officer-in-Charge(Finance &Account)>>Registrar	03 days
25	Minor works approved	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days

Sl. No	Item of Work	Process	Timeline (Working days)
26	Payments against contracts	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days
27	Annual Account Preparation	Office Assistant>>Superintendent>>Officer-in-Charge (Finance &Account)>>Chartered Accountant>>Officer-in-Charge (Finance &Account)>>Registrar>>Director	02 month
28	Student mess Bills	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days
29	Manpower, House Keeping, Security Bills	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days
30	Payment of Medical Insurance Claim	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days
31	CPDA Bills	Bill received in Accounts Section >> Office Assistant >>Superintendent>> Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA)	07 days

Sl. No	Item of Work	Process	Timeline (Working days)
		>>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	
32	Salary/Salary Arrear Bills Processing	Office Assistant>> Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days
33	CTG Bills	Office Assistant>> Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar >>Office Assistant (Cash Book/NEFT/TSA) >>Superintendent>>Officer-in-Charge (Finance &Account)>>Registrar	07 days

Notes:

1. All advances will be processed on priority basis.
2. The time limit applies only if the bills are submitted with all approvals, along with all original bills and store entry, with budget allocation.
3. Leave period of anyone in the channel has to be added to the above time limit.
4. Time Line may reduce when an ERP becomes operational.
5. The above time limit holds good only when funds are available and received from MOE on time.
6. As the TSA system has been implemented and if the payee details are not on PFMS, additional time of 2 days has to be added.
7. Bill processing during an audit and during the FY closure will be delayed.

Citizen Charter

Academic

Sr. No.	Item of Work	Process	Timeline (Working Days)
1	Issuance of Grade Reports	<ul style="list-style-type: none"> - Once free of cost after completion of each semester - Application of the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt 	within 3-5 working days
2	Bonafide Certificate	<ul style="list-style-type: none"> - Email request from the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt - Recommendation of Concerned FA/AR /Dean (AP) 	within 3-5 working days
3	Medium of Instruction Certificate	<ul style="list-style-type: none"> - Email request from the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt 	within 3-5 working days
4	CPI to Percentage Conversion Certificate	<ul style="list-style-type: none"> - Email request from the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt 	within 3-5 working days
5	Duplicate Fee Receipt	<ul style="list-style-type: none"> - Email request from the student concerned - Transaction details of Fee deposit - Recommendation of AR (AP) 	within 3-5 working days
6	Verification of Degree Certificate & Grade Report	<ul style="list-style-type: none"> - Letter/ Email request from the recruiting agency with student details viz. roll number, academic program, purpose etc. - Copy of payment receipt - Consent from the student for verification - Recommendation from AR (AP) 	within 5-7 working days
7	No Objection Certificate	<ul style="list-style-type: none"> - Email request student with details 	within 5-7 working




Sr. No.	Item of Work	Process	Timeline (Working Days)
	(only for academic related matters)	viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt - Recommendation of concerned FA/AR/Dean (AP)	days
8	Stipend to M.Tech/ Ph.D. Students	- Unsanctioned Leave details from the respective schools - Recommendation from Dean (AP) - Forwarded to F&A for processing the scholarship	By 7th of each month
9	Issuance of Transcript	- Once free of cost after completion of degree/approval of senate - Application of the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt	within 7-10 working days
10	External Stipend; (UGC, CSIR and others)	- Student initiate request for submission of attendance (CSIR) - Recommendation of attendance from Doctoral Advisor/Guide in the portal (CSIR) - Unsanctioned leave details from the respective schools (UGC) - Approval by AO/Nodal Officer (CSIR/UGC) - Initiate the final process for stipend payment	By 10th of every month
11	Duplicate Student ID Card	- Email request of the student with details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt - Recommendation of AR (AP) - Forwarded to CITS for preparation/printing of ID Card	within 10-15 working days
12	Processing of TA Bills (conference)	- Duly filled TA form and Self signed original bills	within 3 weeks

Sr. No.	Item of Work	Process	Timeline (Working Days)
		<ul style="list-style-type: none"> - Verification at AO - Forwarded to Audit - F&A for payment. 	
13	Attending for International/National Conference	<ul style="list-style-type: none"> - The application with all supporting recommended by the Doctoral Advisor, Program Postgraduate Committee (PPGC) and Program Chair. - Leave application form specifying the dates clearly- conference dates and overall travel dates. - Review committees recommendation - Recommendation from (Dean AP) - Approval from Director 	within 30 Days
14	Publication of Results in Records Portal	<ul style="list-style-type: none"> - After the last day of submission of grades 	As per the schedule of academic calendar
15	Feedback Collection	<ul style="list-style-type: none"> - Mandatory submission of feedback. 	As per the schedule of academic calendar
16	Forwarding of External Scholarships (NSP, MMVY etc.)	<ul style="list-style-type: none"> - Filled & signed hard copy of the application forms of the student - Forwarded by Head/Coordinators of the respective Departments/Schools along with supporting documents to be submitted mentioned in the scholarship guidelines. - Issue of Bonafide Certificate by AO/Nodal Officer - Forward/process to concerned agency after verification of documents 	As per the timeline declared by the respective Central/state Ministry/external agency.
17	Issuance of Duplicate	<ul style="list-style-type: none"> - Application of the student with 	within 12

Sr. No.	Item of Work	Process	Timeline (Working Days)
	Degree Certificate	details viz. roll number, academic program, purpose (If any) etc. - Copy of payment receipt - Copy of Police FIR - Declaration of loss of certificate notarised in non judicial stamp paper.	months/next convocation which is later.

Citizen Charter

Administration

Sr. No.	Item of Work	Process	Timeline (Working Days)
1	Issuance of NOC for obtaining new/renewing the passport	Registrar and/or Director (Sanction / Approving Authority)  Assistant Registrar (Recommend)  Superintendent (Dealing Hand)  Administrative Assistant / Office Assistant (Prepare)	03
2	Issuance of NOC for outside employment		05
3	Processing of EL and HPL		02
4	Processing of Maternity Leave, Paternity Leave and Child Care Leave		05
5	Issuance of NOC for pursuing higher education (distance mode)		03
6	Leave Travel Concession - Leave approval, LTC advance approval, EL encashment, etc.		07
7	Issuance of sanction order related to CPDA		03

Note:-

In case of an unavoidable situation or where insufficient details are provided and the application is incomplete, the applicant will be intimated within given timelines for providing required information. The committed timeline may increase due to non-availability of Sanction / Approving Authority at the Headquarter.

Citizen Charter

Stores & Purchase

Sr. No.	Item of Work	Process	Timeline (Working Days)
1	<p>Publishing of Tenders on CPP Portal and Institute's Website <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Preparation of draft tender enquiry. 3. Consent of indenter on draft enquiry. 4. Finalisation of enquiry. 5. Publishing on CPPP and Institute's Website.</p>	Indenter >>Dealing Assistant/Superintendent >> Indenter >> Dealing Assistant/Superintendent >>AR/DR >>Registrar >>CPPP & Institute's Website	5-7 working days
2	<p>Corrigendum of The Tenders <u>Task involved:</u> 1. Receipt of request for corrigendum 2. Preparation of corrigendum. 3. Publishing on CPPP and Institute's Website.</p>	Indenter >>Dealing Assistant/Superintendent >> Indenter >>Dealing Assistant/Superintendent >>AR/DR >>Registrar >>CPPP & Institute's Website	1-2 working days
3	<p>Publishing of Bids on GeM Portal <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Searching for products as per specifications required. 2. Preparation of draft bid. 3. Consent of indenter on draft bid. 4. Finalisation of bid. 5. Publishing on GeM Portal</p>	Indenter >>Dealing Assistant/Superintendent >> Indenter >> Dealing Assistant/Superintendent >>AR/DR >>GeM Portal	5-7 working days
4	<p>Direct Purchase on GeM Portal <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Searching for products as per specifications required. 2. Preparation of final report. 3. Consent of committee members on final report. 4. Approval of Competent Authority.</p>	Indenter >>Dealing Assistant/Superintendent >> Indenter >> Dealing Assistant/Superintendent >>AR/DR >>GeM Portal	5-7 working days

	5. Generation of GeM contract order		
5	<p>Preparation of Technical Evaluation Reports</p> <p><u>Task involved:</u></p> <ol style="list-style-type: none"> 1. Opening of technical bids. 2. Evaluation of Technical Bids & recommendations by SPC/Technical Evaluation Committee. 3. Clarifications from bidders, if any. 4. Preparation of Technical Reports. 5. Approval of Competent Authority. 6. Communication to bidders. 	<p>Indenter & Committee >> Dealing Assistant /Superintendent >>AR/DR >> Registrar >> Director</p>	7-10 working days
6	<p>Preparation of Financial Evaluation Reports</p> <p><u>Task involved:</u></p> <ol style="list-style-type: none"> 1. Opening of financial bids. 2. Evaluation of Financial bid & recommendations by SPC. 3. Price negotiation, if required. 4. Preparation of financial reports. 5. Pre-audit if above Rs. 2,50,000/-. 6. Approval of Competent Authority. 	<p>Indenter & Committee >>Dealing Assistant/ Superintendent >>AR/DR >> Internal Audit >> AR/DR >> Registrar >>Director</p>	5-7 working days (8-10 working days, if price negotiation, additional approval for the budget, etc. is required)
7	<p>Preparation of Purchase Orders/ GeM Contract Order</p> <p><u>Task involved:</u></p> <ol style="list-style-type: none"> 1. Preparation of draft Purchase Order. 2. Consent from Indenter. 3. Finalisation of Purchase Order. 4. Forwarding of Purchase Order to the Supplier. 	<p>Dealing Assistant/ Superintendent >> Indenter >>Dealing Assistant/Superintendent >> AR/DR</p>	2-3 working days
8	<p>Payment process of Purchase Orders/ GeM Contract Order</p> <p><u>Task Involved:</u></p> <ol style="list-style-type: none"> 1. Receipt of Original Invoice duly Asset Entry is done in Department Asset Register along with Installation Certificate. 2. Asset entry in Central Asset Register. 	<p>Indenter >>Dealing Assistant/Superintendent >>AR/DR>> Internal Auditing >> Finance & Accounts</p>	3-4 working days

	3. Forwarding of Invoice for payment to Finance & Accounts through Internal Audit if > 2,50,000/-.		
9	<p>Payment process of Direct Purchase bills (Non-consumable items)</p> <p><u>Task Involved:</u></p> <ol style="list-style-type: none"> 1. Receipt of Original Invoice duly Asset Entry is done in Department Asset Register 2. Asset entry in Central Asset Register. 3. Forwarding of Invoice to Finance & Account 	Indenter >>Dealing Assistant/Superintendent >>AR/DR >>Finance & Accounts	2-3 working days
10	<p>Issuance of CDECs</p> <p><u>Task Involved:</u></p> <ol style="list-style-type: none"> 1. Preparation of CDECs. 2. Signature of Competent Authority. 	Indenter >>Dealing Assistant/Superintendent >> AR/DR >> Registrar	1-2 working days
11	<p>RTI Related information</p> <p><u>Task Involved:</u></p> <ol style="list-style-type: none"> 1. Receipt of RTI requests. 2. Formulation of reply. 	Dealing Assistant/ Superintendent >>AR/DR >> Registrar >>CPIO	7 working days
12	<p>Submission of GTE forms & forwarding of GTE proposals to the Ministry</p> <p><u>Task Involved:</u></p> <ol style="list-style-type: none"> 1. Receipt of GTE proposal. 2. Preparation of GTE documents. 3. Approval of Competent Authority. 4. Forwarding to MoE. <p><i>*After receiving approval from MoE Sl. No. 1,2,3 & 4 will be followed.</i></p> <p>Note: Lead time for a preliminary domestic tender enquiry is 35-50 days.</p>	Indenter >>Dealing Assistant/Superintendent >> AR/DR >> Registrar >>Director >>MoE	Within the timeline prescribed by the MoE.

Citizen Charter

Research & Development

Sr. No.	Item of Work	Process	Timeline (Working Days)
1	Indent form - Approval	PI will fill up the form >>R&D Section >> R&D Account >>AR (R&D)>>Dean (R&D)>>Director	2- 4 days
2	Publishing of Tenders on CPP Portal and Institute's Website <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Preparation of draft tender enquiry. 3. Consent of indenter on draft enquiry. 4. Finalisation of enquiry. 5. Publishing on CPPP and Institute's Website with the help of central S&P cell and CITS section	1. Dealing Assistant>>AR (R&D)>> CITS Section >> Institute Website 2. Dealing Assistant>>AR (R&D)>> Central S&P Cell >>CPPP	5-7 working days
3	Corrigendum of The Tenders <u>Task involved:</u> 1. Receipt of request for corrigendum 2. Preparation of corrigendum. 3. Publishing on CPPP and Institute's Website.	1. Dealing Assistant>>AR (R&D)>> CITS Section >> Institute Website 2. Dealing Assistant>>AR (R&D)>> Central S&P Cell >>CPPP	1-2 working days
4	Publishing of Bids on GeM Portal <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Searching for products as per specifications required. 2. Preparation of draft bid. 3. Consent of indenter on draft bid. 4. Finalisation of bid.	Dealing Assistant>>AR (R&D) >>GeM Portal	5-7 working days

Sr. No.	Item of Work	Process	Timeline (Working Days)
	5. Publishing on GeM Portal		
5	<p>Direct Purchase on GeM Portal <u>Task involved:</u> 1. Receipt of duly approved indent. 2. Searching for products as per specifications required. 2. Preparation of final report. 3. Consent of committee members on final report. 4. Approval of Competent Authority. 5. Generation of GeM contract order</p>	Dealing Assistant >> AR (R&D) >> GeM Portal	5-7 working days
6	<p>Preparation of Technical Evaluation Reports <u>Task involved:</u> 1. Opening of technical bids. 2. Evaluation of Technical Bids & recommendations by SPC/Technical Evaluation Committee. 3. Clarifications from bidders, if any. 4. Preparation of Technical Reports. 5. Approval of Competent Authority. 6. Communication to bidders.</p>	Dealing Assistant >> AR (R&D) >> Dean (R&D) >> Director	7-10 working days
7	<p>Preparation of Financial Evaluation Reports <u>Task involved:</u> 1. Opening of financial bids. 2. Evaluation of Financial bid & recommendations by SPC. 3. Price negotiation, if required. 4. Preparation of financial reports. 5. Pre-audit if above Rs. 2,50,000/-.</p>	Dealing Assistant >> AR (R&D) >> Dean (R&D) >> Director	5-7 working days (8-10 working days, if price negotiation, additional approval for the budget, etc. is required)

Sr. No.	Item of Work	Process	Timeline (Working Days)
	6. Approval of Competent Authority.		
8	Preparation of Purchase Orders/ GeM Contract Order <u>Task involved:</u> 1. Preparation of draft Purchase Order. 2. Consent from Indenter. 3. Finalisation of Purchase Order. 4. Forwarding of Purchase Order to the Supplier.	Dealing Assistant >>AR (R&D) >>Dean (R&D)>> Director	2-3 working days
9	Payment process of Purchase Orders/ GeM Contract Order <u>Task Involved:</u> 1. Receipt of Original Invoice duly Asset Entry is done in Department Asset Register along with Installation Certificate. 2. Asset entry in Central Asset Register. 3. Forwarding of Invoice for payment to Finance & Accounts through Internal Audit if > 2,50,000/-.	Dealing Assistant >>AR (R&D) >>Internal Audit >>Dean (R&D)>> Director >> forwarded to R&D account section	After Internal Audit it will take 4-8 days.
10	Payment process of Direct Purchase bills (Non-consumable items) <u>Task Involved:</u> 1. Receipt of Original Invoice duly Asset Entry is done in Department Asset Register 2. Asset entry in Central Asset Register. 3. Forwarding of Invoice to Finance & Account	Dealing Assistant >>AR (R&D) >>Dean (R&D)	2-3 working days
11	Issuance of CDECs(Custom Duty Exemption Certificate) <u>Task Involved:</u>	Dealing Assistant >>AR (R&D) >>Registrar	1-2 working days

Sr. No.	Item of Work	Process	Timeline (Working Days)
	1. Preparation of CDECs. 2. Signature of Competent Authority.		
12	RTI Related information <u>Task Involved:</u> 1. Receipt of RTI requests. 2. Formulation of reply.	Dealing Assistant >>AR (R&D)>>Dean (R&D) >> CPIO	7 working days
13	Submission of GTE forms & forwarding of GTE proposals to the Ministry <u>Task Involved:</u> 1. Receipt of GTE proposal. 2. Preparation of GTE documents. 3. Approval of Competent Authority. 4. Forwarding to MoE. <i>*After receiving approval from MoE Sl. No. 1,2,3 & 4 will be followed.</i> Note: Lead time for a preliminary domestic tender enquiry is 35-50 days.	Indenter >> Dealing Assistant >>AR (R&D) >>Dean (R&D) >>Director>>Registrar Office >>MoE	Within the timeline prescribed by The MoE.
14	Hiring staff for 89 days	PI will fill up the form and attach the relevant documents >>R&D Establishment Section >> AR (R&D)>>Dean (R&D)	2- 4 days
15	Hiring staff through open advertisement <u>Task involved:</u> 1. Receipt of request form. 2. Preparation of draft Advt.	Request form >>Dealing Assistant>>AR (R&D)>>Dean (R&D)>> CITS section	After consent is received from the PI it will take 2-5 working days

Sr. No.	Item of Work	Process	Timeline (Working Days)
	3. Consent of PI on draft enquiry. 4. Finalisation of Advt. 5. Publishing on the Institute's Website		
16	Extension of the advertisement date <u>Task involved:</u> 1. Receipt of request for PI 2. Updating the Advertisement 3. Publishing on the Institute's Website.	PI request >>Dealing Assistant>>AR (R&D)>> CITS Section	1-2 working days
17	Formation of the committee 1. Collection of application data from PI 2. Preparing committee formation note 3. Nomination members by Dean (R&D) 4. Issuing the Committee formation office order via email	PI request >>Dealing Assistant>>AR (R&D)>> Dean (R&D)>> Committee members	1-2 days
18	Selection process 1. The committee will shortlist the application 2. The shortlisted application data will be shared by the committee with the R&D establishment section for issuing call letters as per their recommended date.	Committee recommendation>>Dealing Assistant >>AR (R&D) >>Dean (R&D)	10 -12 days

Sr. No.	Item of Work	Process	Timeline (Working Days)
	<p>3. The R&D establishment section will issue the call letter as per the recommended selection procedure</p> <p>4. Coordinated with the committee on selection Day.</p>		
19	<p>Publishing of Result</p> <p>1. The committee will fill up and sign the committee recommendation form and forward to the R&D section for approval</p> <p>2. Preparing of result</p> <p>3. Publishing of the Institute website</p>	<p>Dealing Assistant >>AR (R&D) >>Dean (R&D)>> CITS section</p>	1-2 days
20	<p>Offer letter to the selected and waitlisted candidate and joining procedure.</p> <p>1. Preparing an offer letter</p> <p>2. Sending offer letter to the selected candidate</p> <p>3. Sending offer letter to the waitlisted candidate with consent from PI and approval of the Competent Authority.</p> <p>4. Sharing the checklist of the joining process</p> <p>5. Verification of documents</p> <p>6. Approval of joining form</p> <p>7. Issuing joining order</p>	<p>1. Dealing Assistant >>AR (R&D) >> Applicant (For offer letter)</p> <p>2. Applicant >>Dealing Assistant >>AR (R&D) >>Dean (R&D) (For joining formality)</p>	10-20 days
21	<p>Credential and data management of staff</p>	<p>Dealing Assistant >>AR (R&D) >> CITS section</p>	1-5 days

Sr. No.	Item of Work	Process	Timeline (Working Days)
	<ol style="list-style-type: none"> 1. Sharing data with the CITS section for creating credentials for the newly joined staff. 2. Updating master data of project staff. 		
22	<p>Relieving procedure</p> <ol style="list-style-type: none"> 1. PI will recommend to reliving 2. Research staff has to submit a No due form 3. Approval of no due from 4. Issuing relieving and experience certificates 	PI recommendation >> No due form >>Dealing Assistant >>AR (R&D) >>Dean (R&D)	2-5 days.
23	<p>Utilization Certificate & Statement of Expenditure</p>	PI send the request >> >> R&D Account >>AR (R&D)>>PI>>Registrar >> Dean (R&D)	10-15 days

Citizen Charter

Student Affairs

Sr. No.	Item of Work	Process	Timeline (Working Days)
1	Mess Bill	Hall office>>Caterer>>Hall office>>Wardens>>SAO>>AR(SA)>>Dean(SA)>>Registrar>>Audit>>Registrar>>Director>>Accounts	02 days
2	Medical Claim	Students>>Medical>>SAO>>Audit>>Accounts	02 days
3	Bonafide Certificate	Students>>Hall office/SAO>>AR(SA)	02 days
4	Events Permission/ Budget Approval	Students>>Faculty Advisor>>Warden>>SAO/Hall office>>AR(SA)>>Dean(SA)>>Registrar>>Director	02 days
5	TA Claims	Students>>SAO>>Audit>>Registrar>>Director (If applicable)>>Accounts	03 days
6	No Dues	Students>>SAO>>AR(SA)>>Academic Section	03 days