Annexure I

Store & Purchase											
Details of the Services	**Requirement from the Stake holder/dept.**	**Check List**	**Estimated Period to forward for Admininistrative Approval**	**Estimated Period for Bid Publishing**	**Estimated Period for Technical bid downloading**	**Estimated Period for downloading representation (if any, at any stage)**	**Estimated Period for Uploading of Technical Bid**	**Estimated Period for CMEPC**	**Estimated Period for PO Generation**	**Estimated Period for CRAC generation & bill processing after DPC's recommendation and PBG verification**	**Contact Details of the concenred official**
Procurement of Goods	1. Duly filled Indent Form 2. Recommendation of Departmental Purchase Committee 3. The specifications in terms of quality. 4. Terms & Conditions (If any)	**In Indent:** 1. Whether it is duly signed by indentor and HOD or not 2. Quantity of required items 3. Estimated Price 4. Stock entry of previous same/similar items 5. Method of Procurement 6. Whether item is indigenous of foreign make. **In DPC recommendation:** 1. Whether DPC has recommended for the procurement of goods as specified in terms of quantity and technical specification. **In Technical Specification:** 1. Brand, Make, Model and any restrictive clause is marked. It is being ensured that Technical specifcation is generic and on actual requirement basis. **In Terms & Conditions:** Restrictive Terms & Conditions is marked.	3 days	7 days	3 days	2 days	3 days	7 days	3 days	2 days	AR (Store & Purchase Division)
Procurement of Services	1. Duly filled Indent Form 2. Recommendation of Departmental Purchase Committee 3. The details in terms of quality & quantity 4.Stock entry of previous same/similar services 5. Terms & Conditions (If any)	**In Indent:** 1. Whether it is duly signed by indentor and HOD or not 2. Quantity of required items 3. Estimated Price 4. Stock entry of previous same/similar services 5. Method of Procurement 6. Approval of BOG (if applicable) **In DPC recommendation:** 1. Whether DPC has recommended for the procurement of services as specified in terms of quantity & type **In Specification:** 1. Unskilled, Semi-skilled, Skillled, Highly Skilled (in case of man power) 2. Educational qualification 3. Experience required (if any) 4. Age Limit **Other Terms & Conditions and contract obligations**	3 days	7 days	3 days	2 days	3 days	7 days	3 days	2 days	AR (Store & Purchase Division)
Procurement of AMC	1. Duly filled Indent Form 2. Recommendation of Departmental Purchase Committee 3. The details in terms of quality & quantity 4. Terms & Conditions (If any)	**In Indent:** 1. Whether it is duly signed by indentor and HOD or not 2. Quantity of required items 3. Estimated Price 4. Stock entry of previous same/similar items 5. Method of Procurement 6. Whether Equipment is in working condition or not **In DPC recommendation:** 1. Whether DPC has recommended for the procurement of AMC as specified in terms of quantity & type **In Specification:** **Terms & Conditions and contract obligations**	3 days	7 days	3 days	2 days	3 days	7 days	3 days	2 days	AR (Store & Purchase Division)

LTC Section

S. No.	Details of the Services	Requirement from the Stake Holder/Employees	Check List	Maximum Processing Period for applications/ requests from the date of receiving for payment	Contact Details Of the concerned official
1.	LTC advance/payment and Leave Encashment on LTC	Submission of application in prescribed proforma along with relevant supporting documents, duly recommended by Head	1. Submission of LTC application In prescribed format along with Leave Encashment form, if required, must be prior to Journey date 2. Leave sanction copy 3. Ticket &Original Boarding Pass in case of Air Travel, as per rule of GoI 4. Forwarding by Head/Coordinator/Unit Incharge on LTC advance/claim and leave encashment required for LTC. 5. Any other requirement as per Institute/Govt of India norms	10 working days	
2.	LTC Approval	Submission of request in the Prescribed format along with relevant supporting documents duly recommended by the concerned HoD/CoS/ Section In-charge.	--------	07 working days (sanction and communication after receipt of sanction of leave from concerned Unit)	
3.	LTC Settlement	Submission of claim on the Prescribed form	Supporting bills/ cash deposit receipt of excess amount & documents as per requirements	04 working days	

P.F. Section

Sl. No.	Details of the Services	Requirement from the Stake Holder/Employees	Check List	Maximum Processing Period for applications/ requests from the date of receiving for payment	Contact Details Of the concerned official
1.	GPF advance/ withdrawal	Submission of prescribed form Along with forwarding of Head/Incharge	1. Balance available 2. Admissibility as per GPF Rule 3. Conditions for Withdrawal along with requisite documents, if necessary	5 working days	
	GPF final payment	None	None	Payment on the Date of Retirement	
	CPF Advance/ Withdrawal	Submission of prescribed form along with forwarding of Head / Coordinator/Incharge	1. Balance available 2. Admissibility as per GPF Rule\ 3. Conditions for Withdrawal along with requisite documents, if necessary	5 working days	
	CPF Final Payment	Submission of request on prescribedForm5along with forwarding of Head/Coordinator/Incharge	Requirement as per Institute/Govt of India norms	5workingdaysfromthe date of receipt of request	
	NPS Conditional Withdrawal	Submission of online request By the subscriber	Requirement as per NPS regulations as amended from time to time	As per NPS payment procedure	

	NPS Final payment	Submission of online request bythe subscriber	1. Submission of Online generated withdrawal form alongwith Photo 2. Copy of Address Proof 3. Copy of Identity Proof 4. Signature of 2 Witness 5. Details of Annuity purchased for Pension scheme 6. Requirement as per NPS regulations as amended from time to time, if any	As per NPS payment procedure	

CITIZEN'SCHARTER FOR SERVICESRENDERED AT OFFICE/SERVICE BOOK&PENSION

S. No	Details of the service	Requirement from the stake holders	Check List	Maximum processing Time for the office	Contact details of the Concerned official
1.	Retirement Notice: Issueof retirement notice	NONE	Service Book	Within 15 working days	
2.	**On Superannuation/ Retirement from Service:** (i)- Grant of Pension& Gratuity (ii)- Grant of Capitalized Value of Pension due to Commutation of pension to the extent of40%. (iii)- Grant of Ordinary Family Pension(Enhanced Rate as well s Normal Rate)jointly in favour of Spouse.	Following documents are required: 1. Form for Pension 2. Two specimen signatures, duly attested in duplicate. 3. Two copies of joint photograph of with wife/husband (passport size)duly attested in envelope. 4.Two slips each bearing thumb and finger impressions duly attested (Female for right	1.Specimen signatures, duly attested, in duplicate. 2. Two copies of join photograph of with wife/husband (passport size duly attested in envelope. 3.Twoslipseachbearingthumb and finger impressions duly attested (Female for right hand/Male for left hand). 4. Two slips each showing particulars of height and identification marks duly attested.	Within 30 working days	

S. No	Details of the service	Requirement from the stake holders	Check List	Maximum processing Time for the office	Contact details of the Concerned official
		hand/Male for left hand). 5.Two slips each showing particulars of height and identification marks duly attested. 6. Photocopy of current month pay slip. 7. Photo copy of PAN card. 8. Photocopy of Bank Pass Book and/or cancelled cheque.	5.Photocopy of current month Pay slip. 6.Photocopyof PAN card. 7.Photocopyof Bank Pass Book and/ or cancelled cheque. 9.8. Photo copy of Aadhar		
3.	Payment of Gratuity	On receipt of all the no dues certificate from the concerned offices/Units and submission of the same by the pensioner/family pensioner, the claims processed after it is audited by the Audit Section of the Institute	All the no dues certificate from the concerned offices / Units	Within 30 working days	Assistant Registrar, Service Book&Pension

S. No	Details of the service	Requirement from the stake holders	Check List	Maximum processing Time for the office	Contact details of the Concerned official
4.	Family Pension including Provisional family pension to spouse/dependents of deceased NPS subscriber	Family Pension claims are processed in a similar way as cited at Sl. No. 1.	Same as cited at Sl. No.1.	Within 30 working days	
5.	Revision of Pensionary Benefits due to revision in Pay	On receipt of revision order, pension claims along with other supporting documents claims are audited and processed in a similar way as cited at Sl. No. 1	1. Copy of PPO 2. Pay Revision order 3. Current residential address, if there is a change	Within 30 working days	
6.	Revision of DR	None	Order from MHRD	Same month's pension if order received till 15th of the month,	
7.	Revision of additional pension (Above80 Years)	At present Suo moto	Office Copy of PPO of the Pensioner	Same Month's Pension	
8.	Restoration of Commutation	At present Suo moto	Office Copy of PPO of the Pensioner	Same Month's Pension	