

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-01

No. 6-1(1)/82-E.III

Dated: 26th May, 2016

OFFICE MEMORANDUM

Sub.: Timelines for disposal of various receipts/references at Central Office Administration, CSIR Headquarters.

Ref.: OM No. – 5-1(335)/2016-PD dated 19-04-2016.

In compliance of the instructions regarding enhancement of the administrative efficiency and productivity at CSIR Headquarters., issued vide OM referred to above, the timelines for disposal of various receipts/references at Establishment Section of Central Office have been fixed which may be seen in the enclosed Annexure.


(Palfavi Sen Gupta) 26/5/16
Under Secretary (CO)

Copy to:

1. All the Divisional/Sectional Heads of CSIR Hqrs.
2. US, O/o DG, CSIR
3. US, O/o JS(Admn.)
4. PS to Sr. DS(HR/PD)
5. O/o DS(CO)
6. Head, IT Division with the request to host this OM with Annexure on the Intranet.
7. Office Copy.

Annexure

S.No.	Key Activities of Central Office	Standard Time-Limit
1.	Personal bills/Claims /Requests*	
	(i) LTC Advance & Adjustment	5-8 working days
	(ii) Conveyance Advance	45-60 working days
	(iii) Tuition Fees Reimbursement	10 working days
	(iv) Festival Advance	7-10 working days
	(v) GPF Advance/Withdrawal	5-8 working days
	(vi) Retirement/Transfer T.A	7-10 working days
	(vii) Experience Certificate	7-10 working days
2.	Notification of Joining (and relieving) of new entrants, promotees, persons on transfer etc.	7-10 working days
3.	Allotment of Accommodation	90 working days
4.	Grant of Vigilance Clearance, No Objection Certificates for various purposes, Forwarding of Applications to outside organizations etc.	7-10 working days*
5.	Process for Grant of Annual Increment	30 working days
6.	Scrutiny of pension papers, completion of service book in all respects and processing Pension cases accordingly in consultation with Audit and Pension Sections	30-40 working days *
7.	Issues related with fixation/re-fixation of pay in the events like promotion, stepping up, change in pay scale/grade pay, rejoining after deputation/foreign service etc.	15-20 working days *
8.	Revision of pension in any of the eventualities mention in item No. 7	90 working days *
9.	Updation of Service Book on receipt of request from the concerned employees like leave, joining, promotion, increment, transfer, availing of LTC, acquiring of higher qualification, change in family details/home town etc.	10-15 working days

M.S