

Council of Scientific & Industrial Research  
Anusandhan Bhavan, Rafi Marg, New Delhi-01

No.30-1(181)/2016-IFD

Dated 2-6-2016

**Subject : Timelines for disposal of various receipts/references at IFD, CSIR,  
Hqrs.-reg.**

**Ref. : OM No.5-1(335)/2016-PD dated 19-4-2016.**

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 IFD, CSIR have been fixed which may be seen in the enclosed Annexure.



(Ajay Kumar)

Finance & Accounts Officer (IFD)

Copy to :

1. All the Divisional/Sectional Heads of CSIR, Hqrs.
2. US, O/o DG, CSIR
3. US, O/o JS(Admn.)
- ✓ 4. IT, Division for updating CSIR website

**Sub: Timeline for disposal of various receipts/references at IFD, CSIR HQs.**

<b>S.No.</b>	<b>Activity</b>	<b>Time Limit for disposal in IFD</b>
<b>A</b>	<b>Routine/regular proposals</b>	
A1	Foreign deputation proposals	3-5 working days
A2	Pay fixation of Directors	3-5 working days
A3	Endorsement of Circulars	3-5 working days
A4	Air Relaxation Proposals	3-5 working days
A5	Vetting of GB Agenda	3-7 working days
A6	Pre-matured condemnation of vehicles	5-7 working days
<b>B</b>	<b>Plan Project proposals</b>	
B1	5 year Plan Projects approvals	7-9 working days
B2	5 year Plan Project- RCE	7-9 working days
B3	Other Plan projects approval	7-9 working days
B4	Other Plan projects RCE	7-9 working days
<b>C</b>	<b>NMITLI Projects</b>	
C1	New proposals	7-9 working days
C2	Revised Cost Estimates	7-9 working days
C3	Release of yearly grant	7-9 working days
C4	Carry over proposals & examination of the Utilization Certificate	7-9 working days
C5	Other related issue	7-9 working days
<b>D</b>	<b>Fast Track Translational Project (FTTP)</b>	
D1	New proposals	5-7 working days
D2	Other related issues	5-7 working days
<b>E</b>	<b>Works Proposal</b>	
E1	New Proposal	10-15 working days
E2	Revised Cost Estimates	10-15 working days
E3	Other related issues	10-15 working days
<b>F</b>	<b>Service Matters</b>	
F1	Issues involving clarification and interpretation of rules	Up to 30 working days
F2	Issues requiring concurrence of FA under extant rules	Up to 15 working days
F3	Other related issues	Up to 21 working days
<b>G</b>	<b>Taxation/statutory levy proposals</b>	
G1	Taxation/statutory levy proposals for comments and/or concurrence	10-15 working days
<b>H</b>	<b>Policy issues</b>	
H1	Revision in existing rules/guidelines	Up to 2 month
H2	New issue requiring extensive discussion and examination at various levels	Up to 2 month
H3	Old issues requiring examination of DoPT, MoF, DoP&PW orders	Up to 2 month
<b>I</b>	<b>Other Misc. proposals</b>	Up to 21 working days