



## CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

No.: IIIM 4/179/Estt-2016

Dated: 23.6.2016

### OFFICE MEMORANDUM

With a view to streamlining and bringing efficiency in all House-keeping Sections, the time schedule for disposal of work/receipts has been framed and Director CSIR-IIIM Jammu has been pleased to accord approval as under:

#### **Time-schedule for disposal /clearance of work at CSIR-IIIM, Jammu in Administration**

Sr. No.	Nature of work/activities	Maximum No. of working days allowed for disposal in normal cases	Remarks
1.	Grant of advance/withdrawal from GPF/CPF	3-4 days	
2.	Grant of Festival Advance	3-4 days	
3.	Grant of Motor cycle/Motor Car/computer advance/bicycle advance	20-25 days	After receipt of application
4.	Grant of LTC Advance	4-5 days	
5.	Grant of TA Advance	4-5 days	
6.	Grant of pay certificate	4-5 days	
7.	Settlement of adjustment bill of LTC/TA	5 days	
8.	Grant of TD certificate/certificate of accrual of interest on HBA	10-15 days	
9.	Forwarding of application for outside posts	5 -8 days	
10.	Grant of HBA advance	40 days	
11.	Forwarding of application for transfer	5 -8 days	
12.	Issue of no objection certificate for obtaining personal passport	7 days	
13.	Change of "Home Town" recorded in the Service Book and Improvement in qualification/family details and nominations	5 days	
14.	Sanction of Earned Leave/Commuted Leave	5 days	
15.	Verification of service book	Once in a year	Also on completion of 25 years of service or 5 yrs before retirement
16.	Grant of permission for retention of staff quarter	5-8 days	
17.	Sanction for payment of Telephone/ electricity/water charges bills	5-8 days	
18.	Issue of no demand certificate	2 days	
19.	Preparation of pension papers	30 days	Start process 6 months before retirement
20.	Sanction of study leave	15 days	
21.	Counting of Past Service cases.	40 days	Subject to fulfilling eligibility
22.	5 years benefit under rule 30 of CCS Pension Rules	15 days	Subject to fulfilling eligibility
23.	Notification of Joining report	3-5 days	

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24.	Allotment of ID No and Issuance of ID Card	2-3 days	
25.	Opening and completion of Service book	2 day	
26.	Allotment of staff quarters	2-4 days	
27.	Issue of advertisement	2-4 days	
28.	Dispatch of Daks	Same day	
29.	Finalization of priority lists for allotment of staff quarters	By the end of December every year	
30.	Renew/Award of Annual maintenance contract	Process 4 months before expiry of contract	
31.	Sanction of medical reimbursement claim under the delegated powers	15 days	
32.	Sanction of medical advance	4-5 days	
33.	Grant of permission under Conduct Rules	Within prescribed period	
34.	Sending of Reports	First week of the next month/Quarter	
35.	Sending of APARs/ARPs/ACRs forms to all staff members	By 15 <sup>th</sup> April	
36.	Submission of Self appraisal Report to Administration	7 days	
37.	Sending of APARs/ARPs/ACRs to Reporting Officer under intimation to Administration	5 days	
38.	Sending of APARs/ARPs/ACRs to Reviewing officer by Reporting Officer under intimation to Administration	21 days	
39.	Report to be completed by Reviewing Officer and sending it to concerned officer under intimation to Administration	21 days	
40.	Normalization of APARs by Normalization Committee	7 days	
41.	Communication of APAR grading	7 days	
42.	Sending of completion APARs/ARPs/ACRs Reports to CSIR	By 15 <sup>th</sup> July	
43.	Sending comments on OA/Petition/Civil Suit and request for appointment of Advocate	15 days	From the date of receipt
44.	Filing Reply	Within stipulated period	
45.	Payment of advocates fee	10 days	
46.	Implementation /filing Review /Appeal against Court order	Within the [Prescribed period	
47.	Adjustment of Advance	4-5 days	
48.	Acceptance of resignation	5-8 days	
49.	Providing Vigilance clearance certificate	4-5 days	
<b><u>Stores and Purchase Section.</u></b>			
1	Receipt of indents and allocating to purchase department assistant	4 days	
2	Floating of Enquiry after clearance from SPC	1 week	
3	Limited Tender Time	3 week	
4	Open Tender	5 week	

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5	For Global Tender Note: For press Tender Global Tender sometimes we may take longer duration for want of clubbing similar requisition/indents for minimizing advertisement charges	5 weak	
6	Open Tender on specified due date	1 days	
7	Comparative Statement for routine items	1 weak	
8	High value specialized equipment. Indenter to be requested to prepare the comparative statement	8days	
9	Recommendations of indenter	4 days	
10	Proposal	1 weak	
11	Sanction by Competent Authority	5 days	
12	Purchase Order	4 days	
13	Rate Contract Supplies (LP)	2-3 weak	
14	Special Chemical	3 weak	
15	Repair of equipment on PAC after clearance	2-3 weak	
16	Repair of general equipment	3-4 weak	
17	Purchase Bill certification by indenting officer (in case of consumables) By Stores By purchase	7 days 5 days 5 days	
18	Sight Bill Payment after certified bill is received	7-12 days	
<b>FINANCE AND ACCOUNTS SECTION</b>			
1	Advances to employees	3-5 working days	Subject to complete in all respect and availability of funds
2	Party Bills	5-7 working days	
3	GPF Advances/ withdrawal	1-2 days	
4	MB Bills	7-10 working days subject to quantum of pages	
5	Work files	5-7 working days	
6	Pay fixation	3-4 days	
7	Personnel claim of Staff members	7-10 working days	
8	Cheques/RTGS/BT	3 days	
9	Receipt/Valuable Transfer	7 days	

All Housekeeping Sectional /Divisional Heads are requested to kindly bring it to the notice of all the staff members working under them for information and compliance.

These orders come into force with immediate effect.

Controller of Administration

Copyto:-

1. All Heads of Division/Sections
2. PS to Director
3. F&AO
4. SPO
5. Head PME
6. Incharge IIIM Web site- with the request to host this OM in CSIR-IIM Web site
7. All Notice Boards