

STATUTORY REQUIREMENTS

Sr. No.	Description	Time Period
1.	Agenda / Minutes of the GB / Gen B / FC Meeting	<p>Agenda- to be finalized before 30 days of scheduled date of meeting. Despatched – same / next day of receipt of approval.</p> <p>Minutes - within 07 working days to be Put for approval of Chairman. Despatch - same / next day of receipt of approval.</p>
2.	Closing of Accounts	By 31 st March every year
3.	Statutory Audit	By 31 st May every year
4.	Printing of Annual Report	By 31 st July of every year
⇒ 5.	Inputs to Ministry / statutory bodies / Courts	Within 5 working days but not later than the stipulated date.
6.	Information asked under RTI Act	As prescribed in the Act
⇒ 7.	Parliament Questions / inputs for Parliament Questions	Immediate but not later than the stipulated date.

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Outside Project / programme

⇒ 1.	Bills/Receipts relating Payments etc to Contractors/outsourced services/ outstation parties received for scrutiny	Process to be initiated within three working days of receipt
2.	Tenders/Budget Proposals/ party Advances Proposals received for scrutiny	Within four working days of receipt
3.	Payment of outsourced services/contractors received after approval of competent authority	Within working days
4.	Files for drawing of advance	Advances will be issued atmost 30 days before the commencement date. Files may be initiated for release of payments / advances at least 10 working days from the desired date of release of funds.

5.	Files to be initiated by scientists	For any requirement / procurement / arrangement for conduct of Programmes / Work shops etc. At least 15 days before commencement of the programme.
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Staff Related (processing of file and payment)

Sl. No.	Description	Time Period
1.	Payment of Salary	Last working of every month (Salary of March on 1 st working day of April)
2.	Payment of Wages / remuneration to contract / outsourced / project employees	By 7 th of every month
3.	Payment of TA /LTC/Local Conveyance claim	Claims received upto 15 th will be paid by 25 th of the month and claims received upto 30 th will be paid by 10 th of the next month
4.	Reimbursement of Telephone Bills /Newspaper Bills	Claims received upto 15 th will be paid by 25 th of the month
5.	Reimbursement of Medical Claim	Claims received upto 15 th will be put up by 25 th and paid within 5 working days of approval.
6.	Payment of CEA	<p>For quarterly payment structure:</p> <p style="text-align: right;">Paid by</p> <p>1st Qtr - upto 30th June - 10th June</p> <p>2nd Qtr - upto 30th Sept- 10th Sept</p> <p>3rd Qtr - upto 31st Dec - 10th Jan.</p> <p>4th Qtr- upto 31st March- 10th April</p> <p>For monthly payment structure:</p> <p>Claims received upto 15th will be paid by 25th.</p>
7.	Payment of CPF Advance	15 days from the date of receipt of application as per rule
8.	Pay arrear or any salary arrear	Any claim for pay arrear will be made during last week of month

