

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
(A.O) ⇒ 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
(K.O) ⇒ 7.	Parliament Questions / inputs for Parliament Questions	Immediate but not later than the stipulated date.

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

9.	Payment of TA Advance / MC Advance / Other Employee Advance	Within six working days from the date of receipt of approval from competent authority
10.	Goods / items to be supplied against store purchase indent	Within 15 days of approval.
11.	Store / Stationery issue indent / complementary indent	Within 3 working days of approval.
12.	Pay Fixation	Within 7 working days
13.	Increment	At least 1 week before it is due.
14.	APARS / Property Returns etc.	Within stipulated period
15.	Files to be sent to competent authority for his approval	At least 07 working days in advance of the event.
16.	Awarding of work pertaining to works / <u>AMC</u> / Printing / Film Production/ out sourced services and other jobs.	Within 5 working days of approval.
17.	Payment against approved files	Within 5 working days.
18.	Issue of Appointment Letters	Within 5 working days.
19.	Advertisements to be issued after approval	within 2 days.
20.	Action on complaints	Within 5 working days.
21.	Vigilance Cases (action to be initiated)	Within 10 working days.
22.	LTC admissibility / Tour Sanction/ Leave approval	Within 3 days.
23.	Vehicle requisition	1 day in advance.
24.	Bills/ Files received for verification	Within 3 working days.
25.	No Dues Certificate	15 days in advance
26.	Approval to participate / attend any local programme / conference	05 working days in advance
27.	Forwarding of application for employment	07 working days

Other

Sl. No.	Description	Time Period
1.	Outsourced, contract services / AMCs etc	To be initiated well before say 2 months before the expiry of existing contract
2.	Initiating files for inviting tender / quotations for re-printing / production etc.	Once the stock reaches / expected to reach a minimum level (say 50 copies)
3.	Putting cases to DPCs for promotion or confirmation/ Screening Committees etc	At least 30 days before the date due for confirmation / promotion (or as otherwise provided in rules, if any).

4.	Grievance redressal of Any member of Public	Interim reply within 07 days Final Reply / redressal 30 days
5.	To attend to all VIP references	within 07 days
6.	Reply of query received regarding programmes / software / activities etc received through print / electronic medium	Within 15 days.
7.	Supply of books / kits / CDs etc (By Post, - by hand	5 working days of receipt of order / money immediate
8.	Deposit of cash etc in accounts on a/c of sale proceedings during book fair / sale counter etc	Same day if present in office during working hours else immediately on reaching office. The same shall be deposited in the bank immediately by accounts section.

Any payment / issue other than above mentioned shall be made / settled within 05 working days unless otherwise directed:

All division shall maintain a record of files / issues pending for more than a week in the following pattern and all division heads may monitor such pending issues and give appropriate directions to sort them out. However, files / issues pending for more than a month may be brought to the notice of the Director with reason for delay recorded in writing through respective division heads.

1. Pending for more than 07 days
2. Pending for more than 15 days
3. Pending for more than a months
4. Pending for more than 3 months
