

Fixation of time limits for disposal of applications/
requests received from staff members

With a view to ensure that the applications/ requests received from officers/staff are disposed of by the administration promptly, it has been decided to lay down the following time limits for disposal of various types of applications/ requests :

Sr.No.	Nature of application	Maximum no. of working days allowed for disposal
1.	Grant of GPF advances/withdrawal	7 days
2.	Payment of medical advances	5 days
3.	Grant of LTC advance	7 days
4.	Reimbursement of registration fees	10 days
5.	Reimbursement of tuition fees	10 days
6.	Grant of festival advance	7 days
7.	Grant of TA advance for medical attendance and treatment of patients including TA on tour	5 days
8.	Issue of cruise OMs	5 days
9.	Allotment of PPAN (Permt. Pension A/C No.for fresh recruits	7 days
10.	Allotment of quarters.	15 days
11.	Fixation of pay on promotion	15 days
12.	Deputation of scientist abroad & on foreign service	10 days
13.	Grant of conveyance/ computer advance	30 days
14.	Change in date of birth in official records	30 days
15.	Payment of family pension.	15 days
16.	Encashment of leave on retirement/ resignation	30 days from the date of retirement
17.	Finalisation of Pension case	- do -
18.	Payment of final GPF accumulations	30 days
19.	Request for Voluntary retirement.	90 days from the date of receipt of request.
20.	Counting of past service rendered in other organization/Dept. for the purpose of combined pensionary benefits	1 year
21.	Addition to qualifying service under Rule – 30 of CCS Pension Rules, 1972.	- do -

22.	Redressal of Grievances of staff	30 days extendable by another 15 days from the date of receipt of the application.
23.	Settlement of TA/DA adjustment bills.	20 days
24.	Issue of Salary certificate	3 days
25.	Certificate regarding accrual of interest on HBA	15 days
26.	Forwarding of applications for posts within/outside CSIR.	7 days
27.	NOC for obtaining personal passport	7 days
28.	Reimbursement of medical claims	30 days
29.	Grant of special increment for promoting small family norms.	15 days
30.	Settlement of OTA claims	7 days
31.	Grant of study leave in India & abroad	20 days
32.	Grant of other kinds of leave viz. maternity/paternity/EL/EOL/Committed leave	7 days
33.	Grant of Special disability leave	10 days
34.	Grant of Earned leave to be availed in abroad	7 days
35.	Issue of pensioners medical card	10 days
36.	Issue of pensioners identity card	10 days
37.	Allotment of quarters to dependent on the death of allottee	7 days
38.	TA on retirement/transfer	30 days
39.	TA to the family of the diseased employee	7 days
40.	Request for resignation from Council service	7 days
41.	Change of name in service records	6 months
42.	Engagement of consultant	4 months
43.	Commercial employment after retirement	3 months
44.	Any other item not covered in above list	Case to case basis

N.B. The delay of more than double the period stipulated against each item will be treated as abnormal delay.