



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद

प्रयागराज-211004 [भारत]

Motilal Nehru National Institute of Technology Allahabad

Prayagraj-211004 [India]

CHARTER FOR DELIVERY OF WORKS / SERVICES

ACCOUNTS-I						
S. No	Details of the service	Requirement from the stake holders	Check List [PV will be returned for rectification/clarification if payment request s not in accordance with GFR/applicable rules.]	Maximum PV Initiation time for the office	Contact details of the concerned official	work/ service distribution among others staffs of the section
1.	Processing of Payment through MB [CWM, SAC etc works]	Duly Recommended and forwarded by the F.I./Coordinator/ HoD/ Section In-charge as the case may be.	1. Tax Invoice/ Performa Invoice 2. Payment amount 3. Purchase order/ Work Order 4. Applicable GFR Certificate 5. Updated as per norms/ Stock Entry 6. End User Certificate 7. Duly Recommended and forwarded by Head/ FI 8. Any other requirement as per updated Institute/ Gol norms 9. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	10 working days	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shrikant K & Skilled Manpower allocated to the section
2	Processing of Fellowship 1. Institute Scholar 2. CSIR 3. UGC 4. QIP Poly and QIP Engg Fellowship & other Scholarship	Duly Recommended and forwarded by the F.I./Coordinator/ HoD/ Section In charge as the case may be.	1. Departmental Office Order 2. Approved Amount 3. Recommendation of Head/ Deans/ FI through DSW 4. Certificate 5. Payment details	5 working days In case of CSIR /UGC scholarships (Under NETJRF/ MANF/ RGSC/ NFOBC etc recommendation dates are decided by funding agency)	Dr Shwetank Parihar, AR (Accounts I)	Mr Virendra K & Skilled Manpower allocated to the section
3.	Payment of Temporary Advance/ Settlement of Advance	Duly Recommended and forwarded by the F.I./Coordinator/ MO/ HoD as the case may be.	1. Tax Invoice/ Performa Invoice in case of settlement 2. Approval of Competent Authority, in	5 working days	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section

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	including TA-DA on Tour & Training/Tour & Training/BOG and other Meetings/Medical advances		case of Advance 3. Office Order of tour/training etc 4. Duly Recommended and forwarded by Head/FI 5. Any other requirement as per Institute/Gol norms 6. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.			
4	Processing of LC, Wire Transfer, Foreign Payments- • Library Payments/ • GIAN Payment and Honorarium to foreign expert etc	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	1. Tax Invoice/ Performa Invoice 2. Purchase order. 3. T&C mentioned in purchase order 4. LC documents as required 5. Performance bank guarantee as the case may be 6. Notary Stamp Paper 7. 15 CA & CB form 8. Any other requirement as per Institute/Gol norms	1. 7 Working Days for PV 2. 3 Working Days for Bank Document initiation after approval of PV	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
5.	Updating Ledger • A/Cs-no 48, • A/Cs-no 66 • A/Cs-no 206 & other fee / corpus accounts • All endowment fund accounts	As per bank statement	1. Maintain as per Records and PV	By 10th day of next month	Dr Shwetank Parihar, AR (Accounts I)	Ms Zainab A. & Skilled Manpower allocated to the section
6	Payment of Legal Charges/payment of Balmer Lawrie/Payment of Atal programme and Misc. Payment related Govt. Schemes	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	1. Tax Invoice 2. Recommendation of Head/Deans/FI 3. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	10 Working Days	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
7.	Payment of • Contractual Salary/ • Manpower	Duly Recommended and forwarded by the F.I./Coordinator/HoD	1. Tax Invoice/ Performa Invoice, in case of Outsourcing 2. Recommendation of	Bills to be initiated within 3 working days after receiving of	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section

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	Salary/ • Manpower Outsourcing Agency related other Payment/ [keylock/LDS Guarding]	as the case may be.	Heads/ Deans 3. Tax related documents [PAN, Invoice, Rent Receipts] 4. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	approved recommendations. Tax related transactions to be initiated in such a manner so that it is completed within statutory deadlines.		
8	Payment of tax 1. Income tax challan [Monthly/ Quarterly] 2. GST TDS return & challan 3. Income tax return 4. TDS Quarterly return for deductions wrt monthly salary, vendor payments and other bills.		1. Deduction as per PV	1. Before 7th of the next month [Monthly] IT 2. Before 10th of the next month- GST_TDS 3. Next month of quarter end [Quarterly]	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
9.	RTI Reply		1. RTI Application 2. Payment of Fee 3. Forwarding from CPIO	As per Due Date.	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
10	Student Fee Ledger		1. As per records received from Dean (Academic) 2. Bank Records etc	Before 10th of Next Month [Monthly Reconciliation]	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
11.	Refund of • Excess Fee/ • Scholarship/ • Caution Money	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	1. Duly Verified and Recommended by Dean (SW)[if applicable] 2. Name and Account details of students 3. Copy of Approval	5 working days	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
12	Processing of Payments of GeM [Including MB & others] and • Uploading the payment confirmation for all departments & central purchase office on GeM portal	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	1. Tax invoice / bill of supply with GSTIN 2. Major/Minor Budget Head 3. Name of Recipient 4. Stock Entry/Purchase Certificate 5. Deduction of liquidated damage (if any) 6. Recommendation of Head/Dean/FI 7. Appropriate	5 working days	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shubham k. & Skilled Manpower allocated to the section

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			deduction of taxes, as applicable 8. Fund sanction 9. Order copy 10. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.			
13.	Processing of Misc. bills for payment and reimbursement/ Misc. Payments 1. Departmental Grant-OH-31 2. Other Misc. Payments OH-35 3. Imprest recoupment 4. SAC Payments user fee related payments etc	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	1. Tax invoice / bill of supply with institute GSTIN 2. Major/Minor Budget Head 3. Name of Recipient 4. Stock Entry/Purchase Certificate 5. Deduction of liquidated damage, if any 6. Recommendation of Head/Dean/FI 7. Appropriate deduction of taxes, as applicable 8. Fund sanction 9. Order copy/Approval Copy In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	5 to 7 working days depending on the bill nature	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shubham K
14	Maintain of Cashbook 1. Main Accounts [Number 48 & 66] 2. Endowment fund A/Cs- GPF/CPF/NPS etc		1. Bank Statement 2. Cheque Register 3. BD Register/ Income Register	Before 10th of Next Month [up to previous month]	Dr Shwetank Parihar, AR (Accounts I)	Ms Zainab A.
15.	Process payment of 1 EMD Return/ 2. Bid Security/ 3. Performance Security	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	1. Recommendation of Purchase Office 2. Duly Verified payments with our records 3. Date on which payment was received	5 working days	Dr Shwetank Parihar, AR (Accounts I)	Skilled Manpower allocated to the section
16	Immediate inspection visits from IT/GST or other govt bodies	Forwarding letter / inspection order from the agency	1. Permission/ Cognizance from Director/ Registrar	Within the same working day the documents shall be handed	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shrikant K

ACCOUNTS-I

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				over/shown (if records are ready)		
17	Audit Replies 1) SAR 2) AIR 3) Internal Audit	Draft para to be transferred from IA cell	1. Remarks from concerned section may be invited 2. Signed copy of the Draft para must be received from IA cell.	SAR (2 working days) AIR/Internal (5 working days)	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shrikant K
18	Cashier (Fee collection & related functions) 1) Student loan / 2) other state fee scholarships	As per the fee order/fine collection order	1. Must have registration/order and UTR sanction letter for tracking of fund	Transfer file to be initiate within 3 working days (only after fund receiving confirmation)	Dr Shwetank Parihar, AR (Accounts I)	Mr. Vijay P.
19	TSA transfer cases: • Advance • Imprest • Foreign payments • Statutory deductions (IT/GST)	PV approved	1. Transfer to be done in the specific cases only 2. TSA guidelines from time to time needs to be complied	Cheque to be made within 5 working days of disbursement from TSA.	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shyam B
20	Disbursement / Cheque under OH 31/35/36 & other heads [Including PFMS –TSA/EAT Module]	Budget & Payment order to be sanctioned prior to PV Approval	1. Approved Payment Voucher	2 working days [As per the availability of fund & PFMS Portal Status]	Dr Shwetank Parihar, AR (Accounts I)	Mr. Shyam B & Skilled Manpower allocated to the section

ACCOUNTS-II					
Sl. No.	Details of service	Requirement from Stakeholders	Checklist	Maximum processing time at this section	Name of concerned Officer/Official
1.	Requisitions (Indents) for various procurement. (Budget allocation)	Requisition/ Indents from different department/ office for concurrence on Budget availability.	1.Budget provision 2.Availability of fund	03 working days	Shri Satyajeet Kumar, Assistant Registrar Shri Sameer Kaithwas Jr Assistant
2.	LTC Advance	Submission of the LTC advance proforma with Office Order	1.Budget Provision 2.Outstanding LTC advances. 3.Limit of the LTC Advance. 4.LTC / Leave sanction approval copy	05 working days	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
3.	LTC Settlement	Submission of bills complete in all respects with supporting documents/ tickets/ boarding pass etc	1.Compare with the LTC advance/ Office order 2. Checking the claims as per Gol rules. 3. Supporting bills/ cash deposit receipt of excess amount & documents as per requirement.	10 working days (Concerned should submit the adjustment within 30 days in case of LTC advance and 60 days in case of advance not drawn)	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
4.	Leave Encashment on LTC	Submission of the LTC advance proforma with Office Order	1.Budget Provision 2.IT TDS deduction. 3.Accumulation with Salary	Accumulated with salary payable to next month	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
5.	Medical Claims (Hospitals)	Submission of claim on the prescribed form.	1. Original Bill 2. Signature and recommendation of amount of MO l/c 3. All supporting document related to the claim. 4.Admissibility of the claim as per rule	Consolidated claim processing in every 15 days	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
6.	Children Education Allowance	Submission of certified bills/claim in prescribed format	1.Original Bill 2.All supporting document related to the claim. 3.Admissibility of the	By April every year. Claims are expected to be received by 15 th of April every year.	Shri Satyajeet Kumar, Assistant Registrar Shri Manish

ACCOUNTS-II					
Sl. No.	Details of service	Requirement from Stakeholders	Checklist	Maximum processing time at this section	Name of concerned Officer/Official
			claim as per rule		Mishra Jr Assistant
7.	Telephone reimbursement	Submission of certified bills/claim in prescribed format.	1.Original Bill 2.All supporting document related to the claim. 3.Admissibility of the claim as per rule	Consolidated claim processing in every 15 days of each Qtr ending i.e. April, July, October and January every year.	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
8.	Medical reimbursement	Submission of certified bills/claim in prescribed format	1.Original Bill 2. Signature and recommendation of amount of MO I/c 3.All supporting document related to the claim. 4.Admissibility of the claim as per rule	Consolidated claim as received from Health Centre in every 15 days (concerned should submit the claim within 06 months of completion of treatment)	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
9	Medical Advance	Submission of claim on the prescribed form.	1.Original Bill 2. Signature and recommendation of amount of MO I/c 3.All supporting document related to the claim. 4.Admissibility of the claim as per rule	Within 02 working days	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
10	Immediate Relief	Submission of claim by the family member of deceased employee	1.Check out the family details 2.Processing of the claim	With 02 working days	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams Sr Assistant
11	GPF Advance	Submission of claim in the prescribed form	1.Checking out the balance available in the ledger. 2.Relevant rule position.	Consolidated claim processing in every 15 days	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
12	GPF Withdrawal	Submission of claim in the prescribed form	1.Checking out the balance available in	Consolidated claim processing	Shri Satyajeet Kumar,

ACCOUNTS-II					
Sl. No.	Details of service	Requirement from Stakeholders	Checklist	Maximum processing time at this section	Name of concerned Officer/Official
			the ledger. 2.Relevant rule position .	in every 15 days	Assistant Registrar Shri S.K Gaur Sr Supt SG-I
13.	Salary (Regular, Guest Faculty, Doctors etc)	----	1.Match with the changes from previous month. 2.IT-TDS details. 3..Checking the recoveries to be made License Fee/ Elect/ Water Charges etc.	By 28/29 th of every month (for Regular Staff) By 30/31 st of next month (for Guest Faculty/ Doctors etc)	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
14.	Monthly Pension	-----	1.Matching with the changes from previous month. 2.IT-TDS details. 3.Checking the recoveries to be made License Fee/ Elect/ Water Charges etc.	By 28/29 th of every month	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams Sr Assistant
15.	CPDA reimbursement	Submission of bill from the concerned faculty members complete in all respects with the required supporting documents	1.Fund Sanction 2.Stock Entry 3.Signature of faculty member 4.Any other requirement as per Institute/ Gol Norms	Consolidated claim processing in every 15 days .	Shri Satyajeet Kumar, Assistant Registrar Shri Sameer Kaithwas Jr Assistant
16.	Pension Settlement Claim	Submission of the pension proforma and Service Book from Establishment Section.	1.Preparation of Pension payment Order complete in all respects and pre checking of entire service records 2.Issuance and payment of pensionary benefits.	Within 30 days from receipt of claim	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams Sr Assistant
17.	Restoration of Commutation value of Pension	Submission of the request from the concerned pensioner with supporting documents.	Issuance of Office Order for the same as per the approval of Competent Authority.	By end of each month after the receipt of the claim in that month.	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams

ACCOUNTS-II					
Sl. No.	Details of service	Requirement from Stakeholders	Checklist	Maximum processing time at this section	Name of concerned Officer/Official
					Sr Assistant
18.	Enhancement of Pension on attaining the age	Submission of the request from the concerned pensioner with supporting documents.	Issuance of Office Order for the same as per the approval of Competent Authority.	By end of each month after the receipt of the claim in that month.	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams Sr Assistant
19.	Income Tax (Salary) IT-TDS	IT TDS deduction as per prescribed slab from the concerned staff members.	---	From salary each month and filing the same on Quarterly basis.	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
20.	GSTR-I	The Tax Invoice to be submitted by different sections	1. Consolidate information of all the Tax Invoices with B to B/ B to C to be compiled. 2.To ensure the GSTR return to be filed by due date i.e. 11th of the preceding month.	By 5 th of next month	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
21.	GSTR-3B (Monthly)	The amount as per tax invoice to be deposited by the concerned offices	1. Consolidated amount to be deposited to the GST Portal . 2.To ensure the GSTR return to be filed by due date i.e. 20th of the preceding month.	By 14 th of next month	Shri Satyajeet Kumar, Assistant Registrar Shri Manish Mishra Jr Assistant
22.	GSTR-7	GST TDS to be deducted from the concerned bills and consolidated amount to be deposited to the GST portal	1.Consolidated amount to be deposited to the GST Portal . 2.To ensure the GSTR return to be filed by due date i.e. 10th of the preceding month	By 7 th of next month	Shri Satyajeet Kumar, Assistant Registrar Shri S.K Gaur Sr Supt SG-I
23.	Tax invoice – For Institute	The Rent alongwith Tax deposited by the	1.Issuance of Tax Invoice	Same day on receipt of the	Shri Satyajeet Kumar,

ACCOUNTS-II					
Sl. No.	Details of service	Requirement from Stakeholders	Checklist	Maximum processing time at this section	Name of concerned Officer/Official
		concerned tenant	2. SAC/HSN Code verification. 3.Any other requirement as per Institute/Gol Norms	amount deposited by tenant.	Assistant Registrar Shri Manish Mishra Jr Assistant
24.	Monthly Budget Reconciliation allocated to department as per DFPR	Report to be submitted by concerned department to whom funds has been released.	1. Reconciliation of the figures. 2. Monitoring the expenditure figures with fund allocation.	By 5 th of each month	Shri Satyajeet Kumar, Assistant Registrar Shri Sameer Kaithwas Jr Assistant
25	Group Insurance related work	The amount deducted by the salary and to deposited to the LIC	1. Processing the claim and the same to be ensured for the deposition to the LIC. 2.Timely payment of the GIS Claim to retired/ deceased employee	By 10 th of each month	Shri Satyajeet Kumar, Assistant Registrar Mohd Shams Sr Assistant

ADMIN-I					
S. No	Details of the service	Requirement from the stake holders	Check List	Maximum processing time for the office	Details of the concerned Official of Admin-I Section
1.	Leave Applications (except CL/SCL)	Application for leave (except CL/SCL) be submitted at least 10 days before the commencement of leave, through HoD / Section In-charge	<ol style="list-style-type: none"> 1. Leave application duly forwarded by the HoD/ concerned. 2. DFAC recommendations for Study Leave./Extra ordinary Leave 3. Current family details for sanction of paternity leave/maternity leave. 4. Supporting documents, if any. 5. Leave entitlement as per Statutes of the Institute and notices issued from time to time. 	07 working days.	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Vikash Kr. Soni Sr. Assistant (for Faculty & Administrative Officers) Shri Ripunjay Mishra Junior Assistant (Ministerial & Technical Staff) Ms. Vishakha Gupta Junior Assistant (Supporting Staff)
2.	No Objection Certificate for Visa Purpose	Request must be submitted through concerned HoD/ Section In-charge	<ol style="list-style-type: none"> 1. Invitation letter for official visit. 2. For personal visits, purpose must be mentioned. 	07 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant
3.	Permission for visiting abroad	Request must be submitted through concerned HoD /Section In-charge 21 days before commencement.	Invitation letter must be enclosed with the application, if it is official visit. In case of personal visits, purpose must be mentioned.	15 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant
4.	No Objection Certificate for Passport	Request must be submitted through concerned HoD/	<ol style="list-style-type: none"> 1. An undertaking in the prescribed format. 2 Two passport 	07 working days	

ADMIN-I					
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		Section In-charge	size photographs.		
5.	No Objection Certificate for higher studies/distance course for non-teaching employees	Request must be submitted Through concerned HoD/ Section In-charge	<ol style="list-style-type: none"> 1. Application duly forwarded by the HoD/ Section In-charge concerned. 2. An undertaking from the employee that official work will not be hampered. 3. Supporting documents, if any. 	07 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Vikash Kr. Soni Sr. Assistant (Administrative Officers) Shri Ripunjay Mishra Junior Assistant (Non-faculty staff)
6.	Sanction/Permission for purchase of items under CPDA	Request must be submitted Through concerned HoD	<ol style="list-style-type: none"> 1. Application must be submitted in the prescribed format duly forwarded and recommended by concerned HoD 	10 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant
7.	Deputation for study or training Within India/ Official works/attending Seminar, Workshops/ Travel under CPDA/ Approval for travel (within India)	Request must be submitted Through concerned HoD before 21 days prior in case of conference is Within India	<ol style="list-style-type: none"> 1. Acceptance letter of the paper to be present. 2. Conference Brochure/Letter from organizers of conference website having mention of amount of Reg. Fee to be paid. 3. Notice alongwith copy of presentation in the Department. 	07 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant
8.	Deputation for study or training Outside India/ Official works/ attending Seminar,	Request must be submitted Through concerned HoD before 60 days prior in case of conference is	<ol style="list-style-type: none"> 4. Attendance list of Presentation. 5. Copy of Paper. 6. Nominated copy of Director. 	15 working days	

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	Workshops/ Travel under CPDA/ Approval for travel (Outside India)	Outside India.	recommendation of Departmental Committee constituted vide notice no. 563/ Estt.1 [A]/2018 dated 25.06.2018.		
9.	Forwarding of application for outside employment /deputation/ NOC for Applying outside employment/ experience certificate	Request must be submitted through concerned HoD/ Section In-charge	1. Application alongwith enclosures. 2. Copy of advertisement.	07 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant (for faculty staff) Shri Ripunjay Mishra Junior Assistant (Ministerial & Technical Staff)
10.	LTC Approval	Request must be submitted through concerned HoD/ Section In-charge	1. Duly filled LTC application form. 2. Leave application form.	07 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Vikash Kr. Soni Sr. Assistant (for faculty members) & Administrative Officers) Shri Ripunjay Mishra Junior Assistant (Ministerial & Technical Staff) Ms. Vishakha Gupta Junior Assistant (Supporting Staff)
	LTC settlement		1. Application in the prescribed format. 2. LTC Bill adjustment for forwarding to Accounts Section.	05 working days	
11.	Resignation/ Technical resignation/ Lien / Voluntary Retirement/ Premature	1. Application must be routed through HoD / Section In-charge concerned	1. Exact date of relieving must be mentioned in the letter. 2. Proof regarding submission of application	30 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Ashutosh Kumar Sr. Assistant (for faculty members)

ADMIN-I					
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	Retirement	keeping in view the notice period, if any.	through proper channel 3. Copy of offer letter must be enclosed, if going to join a position in other Institution / Organization.		members) & Administrative Officers) Shri Ripunjay Mishra Junior Assistant (Non- faculty staff)
12.	Issue of No Objection Certificate/ Vigilance Clearance Certificate to appear in interview etc.	Request must be submitted through concerned HoD / Section In-charge.	1. Proof regarding submission of application through proper channel. 2. Copy of call letter.	07 working days	
13.	Sanction of HRA to the Employees	Request must be submitted through concerned HoD / Section In-charge.	1. Application duly forwarded by the HoD/ concerned. 2. Quarter/Accommodation vacation report.	05 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Abhishek Kr. Jaiswal Sr. Assistant
14.	Approval for dependant for medical	Request must be submitted through concerned HoD / Section In-charge.	1. Application duly forwarded by the HoD/ concerned. 2. Medical dependency form.	03 working days	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Vikash Kr. Soni Sr. Assistant (for Faculty Members & Administrative Officers) Shri Ripunjay Mishra Jr. Assistant (Ministerial & Technical Staff) Ms. Vishakha Gupta Jr. Assistant (Supporting Staff)
15.	Resignation of Temporary	Request must be submitted	1. Application duly forwarded by the	07 working days	Shri G. K. Tiwari Assistant Registrar

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	Faculty and other correspondence	through proper channel	HoD/ concerned		Shri A. K. Chaudhary Sr. Superintendent Shri Ramvijay Singh Sr. Assistant
16.	Any other matter not listed above	Request must be submitted through proper channel	1. Supporting documents, if any	15 working days (where a policy decision is involved)	Shri G. K. Tiwari Assistant Registrar Shri A. K. Chaudhary Sr. Superintendent Shri Abhishek Kr. Jaiswal Sr. Assistant

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
(A)	Ministry replies		Timely disposal of information within the given time limit	Immediate or 01-07 working days (depending on urgency)	-	-
	(i)	File to be put up for seeking permission for obtaining information for respective section / Department/ Heads		Immediate / Same working day	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Aditya Kumar, Assistant-III (Admin-II)
	(ii)	Delivery of desired information by respective section		01-03 working days (depending on urgency)	HoD / Dean / Section In-charge	-
	(iii)	Compilation of information		01-02 working days of receipt of information	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Aditya Kumar, Assistant-III (Admin-II)
	(iv)	Seeking approval of authority		01-02 working days	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(v)	Communicating the reply to Ministry		01-02 working days	Dr. Sarvesh K. Tiwari, Registrar	
(B)	Parliamentary questions (Starred & Unstarred)		Timely disposal of information within the given time limit	Immediate or 01-07 working days (depending on urgency)		
	(i)	File to be put up for seeking permission for obtaining		Immediate	Shri Manas Agrawal, Assistant Registrar	Shri Sushant Kunal, Superintendent

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
		information for respective section / Department/ Heads			(Admin-II)	
	(ii)	Delivery of desired information by respective section		01-03 working days (depending on urgency)	HoD/ Dean/ Section In-charge	-
	(iii)	Compilation of information		01-02 working days	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Aditya Kumar, Assistant-III (Admin-II)
	(iv)	Seeking approval of authority		01-02 working days	Dr.Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(v)	Communicating the reply to Ministry		01-02 working days	Dr. Sarvesh K. Tiwari, Registrar	
(C)	Official Correspondence/ Replies/ Communications		Timely reply / correspondence by compiling the correct information	01 – 07 working days	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(i)	Letter is put up to authority for orders / directions/ approval		01-03 working days	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Prateek Tripathi, Assistant-II (Admin-II)
	(ii)	The decision of the authority is communicated		01-03 working days	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas	-

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
		to the concerned section			Agrawal, Assistant Registrar (Admin-II)	
(D)	Statutory meetings (BoG/ FC/ BWC/ Senate)		Timely scheduling of meeting by compiling all the documents / agenda items related to the meeting			
	(i)	Putting up the file for scheduling the meeting alongwith tentative agenda items		30 working days prior to meeting	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Prateek Tripathi, Assistant-II (Admin-II)
	(ii)	Meeting Notice		15 working days prior to meeting	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(iii)	Agenda Circulation		10 working days prior to meeting	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(iv)	Minutes Circulation		Within 05 working days of the meeting	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(v)	Minutes Confirmation through Circulation		07 – 10 working days after circulation of Minutes	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(vi)	Action taken (ATR)		01 – 05 working days after minutes	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal,	

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
				confirmation	Assistant Registrar (Admin-II)	
(E)	Non-Statutory meetings		Meeting conducted by compiling all the documents / agenda items related to the meeting in a time bound manner			
	(i)	Meeting Notice		03 working days prior to the meeting	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(ii)	Minutes Circulation		Within 05 working days of the meeting	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(iii)	Action taken (ATR)		Within 07 working days of confirmation of Minutes	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
(F)	Appointments of Statutory (Deans / Heads) & other Non-Statutory positions		Issuance of Office order before the expiry of tenure of the person presently holding the post			
	(i)	Putting up file for the appointments of Statutory (Deans / Heads) & other Non-Statutory positions		15 – 20 working days prior to expiry of tenure of the person presently holding the post	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(ii)	Seeking approval / nomination from Competent Authority		05 – 10 working days	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	
	(iii)	Issuing Office order		01-05 working days	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar	Shri Sushant Kunal, Superintendent (Admin-II)

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
					(Admin-II)	
(G)	Permanent – Regular Faculty		Timely completion of recruitment process			
	(i)	Putting up file for advertisement till publishing advertisement		20-30 working days	Prof. R. C. Vaishya, Chairperson, ACoFAR / Dr. Sarvesh Kr. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(ii)	Advertisement Open / Inviting application		21-30 working days	Prof. R. C. Vaishya, Chairperson, ACoFAR	-
	(iii)	Screening of applications		2 months after closing date of application.	Prof. R. C. Vaishya, Chairperson, ACoFAR	-
	(iv)	Representation on Screening from candidates		07-10 working days after publication of screening result on website.	Prof. R.C. Vaishya, Chairperson, ACoFAR	-
	(v)	Test/ Interview / Selection Committee Meeting		30-45 working days after publications of screening result.	Prof. R. C. Vaishya, Chairperson, ACoFAR / Dr. Sarvesh K. Tiwari, Registrar	-
	(vi)	Seeking approval of Board / Competent Authority on the recommendation of the selection committee		Placed before the Board of Governors in immediate next meeting.	Dr. Sarvesh K. Tiwari, Registrar	-
	(vii)	Offer letter		02-05 working days after approval of Board of	Dr. Sarvesh K. Tiwari, Registrar	-

ADMIN-II						
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
				Governors.		
(H)	Temporary Faculty		Timely completion of recruitment process			
	(i)	Putting up file for advertisement till publishing advertisement			Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Rohit Kumar, Assistant-I (Admin-II)
	(ii)	Advertisement Open		07-10 working days	Dr. Sarvesh K. Tiwari, Registrar	-
	(iii)	Screening		07-15 working days after closing date of application.	Screening Committee	-
	(iv)	Test/ Interview / Selection Committee Meeting		07-15 working days after Screening.	Concerned Department	-
	(v)	Seeking approval of Competent Authority on the recommendation of the selection committee		07-10 working days after approval of Competent Authority.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(vi)	Offer letter		07-10 working days after approval of Competent Authority.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II) / Shri Rohit Kumar, Assistant-I (Admin-II)
(I)	Permanent – Non Teaching Staff		Timely completion of recruitment process			
	(i)	Putting up file for advertisement till publishing advertisement		20 – 30 working days	Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(ii)	Advertisement Open		21-30 working days	Dr. Sarvesh K. Tiwari, Registrar	-

ADMIN-II						
S. No.	Details of the Services		Requirement from the stakeholders	Maximum processing time for office	Contact details	
					Concerned Officer	Concerned Staff
					/ Shri Manas Agrawal, Assistant Registrar (Admin-II)	
	(iii)	List of Candidates on website.		15 – 20 working days after closing date of application.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(iv)	Test / Interview		01-02 months after publication of list of candidates on website.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	Shri Sushant Kunal, Superintendent (Admin-II)
	(v)	Result		Placed before the Board of Governors in immediate next meeting.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-
	(v)	Offer letter		02-05 working days after approval of Board of Governors.	Dr. Sarvesh K. Tiwari, Registrar / Shri Manas Agrawal, Assistant Registrar (Admin-II)	-

ADMIN-III

Sl. No.	Details of Service		Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
1	Rule 154 of GFR-2017 (Purchase of goods without quotations)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	Complete Requisitions with all annexure	-
			Booking of Budget by the Accounts Section		-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method	SW-4 Mohd Danish Ansari	03 days
			Processing of Requisition (Complete in all respect) by Registrar Office	SW-4	02 days
			Approval of the Director	SW-4	-
			Approval of the Requisition communicated to the end user department for onward procurement of the article	SW-4 Manu Sharma Mohd Danish Ansari	02 days
			Award of Contract/Purchase Order	-	
			Delivery (As per PO)	-	-
2	Rule 155 of GFR-2017 (Purchase of Goods by Purchase Committee)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	-	-
			Booking of Budget by the Accounts Section	-	-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method	SW-4 Mohd Danish Ansari	03 days
			By the end user department after satisfactory delivery/installation, if required	-	10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority	-	07 days

ADMIN-III					
Sl. No.	Details of Service		Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
			Processing of Requisition (Complete in all respect) by Registrar Office	SW-4	02 days
			Approval of the Director	SW-4	-
			Approval communicated to the end user department for market survey etc.	SW-3 Manu Sharma Mohd Danish Ansari	02 days
			Conduct of Market Survey by the end user department & subsequent recommendations of Local Purchase Committee.	-	05 days
			Proposal on notesheet for award of contract/Purchase Order	SW-3 Manu Sharma Mohd Danish Ansari	02 days
			Approval of the Registrar	-	02 days
			Award of Contract/Purchase Order	SW-3 Manu Sharma Mohd Danish Ansari	02 days
			Delivery (As per PO)	SW-2 Manu Sharma	-
			By the end user department after satisfactory delivery/installation, if required	-	10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority	SW-3 Himanshu Manu Sharma Mohd Danish Ansari	07 days
3	Rule 149(i) of GFR-2017 (GeM-upto 25000/-)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	-	-
			Booking of Budget by the Accounts Section	-	-
			Processing of Requisition (Complete in all respect) by Purchase Office	SW-4 Mohd Danish Ansari	03 days

ADMIN-III					
Sl. No.	Details of Service		Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
			confirming Procurement method		
			Processing of Requisition (Complete in all respect) by Registrar Office	SW-4	02 days
			Approval of the Director	SW-4	-
			Carting of product on GeM by Purchase Office & subsequent proposal on notesheet	SW-4, SW-3 Manu Sharma Mohd Danish Ansari	05 days
			Reasonability of rates certified by the end user department	-	03 days
			Proposal for award of Purchase Order	Mohd Danish Ansari	02 days
			Approval of the Registrar	-	02 days
			Award of Contract/Purchase Order	SW-4 Mohd Danish Ansari	02 days
			Delivery (As per PO)	SW-4 Manu Sharma	-
			By the end user department after satisfactory delivery/installation, if required	-	10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority	SW-3 Himanshu Manu Sharma Mohd Danish Ansari	07 days
4	Rule 149(ii) of GFR-2017 (GeM- above ₹25000/- & upto ₹5,00,000/-)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	-	-
			Booking of Budget by the Accounts Section	-	-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method	SW-4 Mohd Danish Ansari	03 days
			Processing of Requisition (Complete	SW-4	02 days

ADMIN-III					
Sl. No.	Details of Service		Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
			in all respect) by Registrar Office		
			Approval of the Director	SW-4	-
			Carting of product on GeM by Purchase Office & subsequent proposal on notesheet	SW-4, SW-3 Manu Sharma Mohd Danish Ansari	05 days
			Reasonability of rates certified by the end user department	-	03 days
			Proposal for award of Purchase Order	Mohd Danish Ansari	02 days
			Approval of the Registrar	-	02 days
			Award of Contract/Purchase Order	SW-4 Mohd Danish Ansari	02 days
			Delivery (As per PO)	SW-2 Manu Sharma	-
			By the end user department after satisfactory delivery/installation, if required	-	10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority	SW-3 Himanshu Manu Sharma Mohd Danish Ansari	07 days
5	Rule 149(iii) (GeM-above ₹5,00,000/- after mandatorily obtaining bids)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	-	-
	Rule 161 of GFR-2017 (Advertised Tender Enquiry) (for goods costing upto ₹ 25 lakhs) [Two Bid System (Simultaneous receipt and opening of Technical &		Booking of Budget by the Accounts Section	-	-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method	SW-4 Mohd Danish Ansari	03 days
			Processing of Requisition (Complete in all respect) by Registrar Office	SW-4	02 days
			Approval of the Director	SW-4	-
			Invitation of Bid(s)	SW-4	05 days

ADMIN-III					
Sl. No.	Details of Service	Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)	
	Financial Bids)] 166 of GFR-2017 (Single Tender Enquiry for Proprietary Item)		Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		
		Bid Duration	-		At least 10 days
		Extension(s) if any in Bid duration	SW-4 Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		14 days (07 days on two occasions)
		Bid opening & subsequent signatures of the Tender Evaluation Committee (TEC) on received bid(s)	SW-4 Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		05 days
		Received Bids sent for evaluation of the Tender Evaluation Committee (TEC)	Shiv Babu Rawat (ASS)		02 days
		Recommendations of the Tender Evaluation Committee (TEC)	-		15 days
		Proposal on notesheet for Price Bid Opening	Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		02 days
		Recommendations of Registrar	-		02 days
		Approval of the Director	-		-
		Price Bid opening	SW-4 Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		After 03 days
		Bid opening & signatures of Tender Evaluation Committee (TEC) on financial bids	SW-4 Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		05 days
		Proposal on notesheet for award of contract/Purchase Order	Shiv Babu Rawat (ASS) Manu Sharma Mohd Danish Ansari		02 days

ADMIN-III

Sl. No.	Details of Service	Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
		Recommendations of the Registrar	-	02 days
		Approval of the Director	-	-
		Delivery (As per PO)	SW-2 Manu Sharma	-
		By the end user department after satisfactory delivery/installation, if required	-	10 days
		MB/Invoice Complete in all respect to be forwarded to Paying Authority	SW-3 Himanshu Manu Sharma Mohd Danish Ansari	07 days