

**सीएसआईआर -केन्द्रीयचर्मअनुसंधानसंस्थान**  
**CSIR- CENTRAL LEATHER RESEARCH INSTITUTE**  
**वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research**  
अडयार, चेन्नै, तमिळ्नाडु ,भारत Adyar, Chennai-600 020 Tamil Nadu- India

No. CLRI/Rectt./Misc/2024

Dated: 03.05.2024

**Time line for disposal of receipts in Recruitment/Vigilance Section – Reg.**

SI No.	Subject	Time line (working days)
1	Recruitment	6 Months –from the last date of submission of application.
2	Assessment	Eligible employees up to 31st March of the year will be considered for assessment and will be completed 30 <sup>th</sup> September of the year
3	APAR/PMS/PAR	As per the time line prescribed by CSIR/GoI
4	DPC	By December for forthcoming Vacancy year
5	MACP	Twice in a financial year ie. January & July as per the time line of GoI/CSIR.
6	Compiling of Monthly, Quarterly, Half Yearly and Annual Reports	As per the time line given by CSIR
7	MC	As per the Rules & Regulations of CSIR
8	RTI	As per RTI rules
9	Engagement of Project Assistant/Associate	Within one month from the date of notification
10	Extension of tenure of Project Assistant/Associate	Within five working days from the date of request
11	Audit Para	As per the time line given by Accounts Section
12	Representation/ Grievances/CPGRAMS	Within 30 days
13	Parliament Questions	As per the timeline given by CSIR
14	a. Staff List b. Manpower updation	a. Every Year January b. Before 5 <sup>th</sup> of every Month
15	To provide Statistical data for RE/BE to Accounts	As per the timeline given by Accounts
16	Seniority List	Every year January
17	Legal	As per the timeline given by CSIR vide its letter dated 23.02.2024
18	Vigilance clearance	Lab Level - 2 days
19	Compilation and Processing of Annual Property Returns (APR)	Completed by 31 <sup>st</sup> January for the previous year ending and submission of certificate to CSIR by 15 <sup>th</sup> February

20	Disciplinary/Vigilance cases	As per the timelines suggested by CSIR/GOI
21	Committees constitution/Re-constitution	As and when required and before completion of the tenure



(K M Sridhar)

Senior Controller of Administration

To

1. All Notice Boards of CLRI
2. Intranet
3. CPIO