

Timelines for disposal of Receipts in Establishment Section, CLRI

S.No	Subject / Activity	Processing Time
1.	Tuition Fee Reimbursement	2-3 working days
2.	Issue of Experience Certificate	2-3 working days
3.	Notification of Joining of new entrants	2-3 working days
4.	Issue of NOC for issue/renewal of passport and for Visa all other than CCOS & Chief Scientist	4-5 working days (subject to receipt of vigilance clearance)
5.	Issue of NOC for issue/renewal of passport and for Visa	7-10 working days (subject to receipt of vigilance clearance from HQ)
6.	Issue of Certificate for Address Proof and Misc. Purposes	1-2 working days
7.	Issue of Service Certificate	2-3 working days
8.	Forwarding of Applications to outside organizations/CSIR	3-4 working days (subject to receipt of vigilance clearance)
9.	Process of Grant of Annual Increment	10 working days
10.	Processing of Pension case	2 months
11.	Fixation of pay in the event of promotion, stepping up change in pay scale/grade pay etc.	7 working days (on receipt of option)
12.	Revision of pension on occasions mentioned at item No.9	3-4 working days
13.	Service Book entries on leave, rejoining, promotion, increment, transfer, LTC etc.	3-5 working days
14.	Issue of OM for foreign deputation	1 month for scientists (upto Sr. principal scientist) and others. 2 months for Chief scientists and CCOs
15.	Issue of OM for Private visit abroad	7 working days (subject to receipt of vigilance clearance)
16.	Processing of Family Pension cases	7 – 10 working days
17.	Leave Travel Concession Processing	2-3 working days
18.	Replies to RTI Queries in r/o Establishment matters	10 working days
19.	Replies to Individual Grievances in r/o Establishment matters	30 working days
20.	Cases related to 56J	1-2 months
21.	Verification of service in r/o employees who completed 18 years of service or left with 5 years of service	2-3 days (Each case)
22.	Preparation of Quarterly returns	1-2 working days
23.	GSLI & NPS	2-3 working days
24.	Foundation Day - CSIR & CLRI	1.5 months
25.	Weeding out files	As and when required
26.	Cases related to pursuance of higher education/courses	7 working days
27.	Processing of Fresh/revised nominations & submission for counter signature	4-5 working days
28.	Processing of acquisition / disposal of movable / immovable property	4-5 working days
29.	Cases related to CCL / Maternity / Paternity / Half Pay Leave, etc.	2-3 working days
30.	Procurement of Rule Books	3-4 working days
31.	Reply to Parliamentary questions	Same day / 2days (subject to urgency)

Note: All efforts will be taken to perform the work as quickly as possible and the time limit mentioned herein is the maximum number of working days by which the tasks is completed.

