

**सीएसआईआर-केन्द्रीय चर्म अनुसंधान संस्थान**  
**CSIR - CENTRAL LEATHER RESEARCH INSTITUTE**  
 (वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research)  
 अडयार, चेन्नै Adyar, Chennai-600020

5(23)/2023-24/GenI

03.05.2024

**Timelines for disposal of Receipts in E-IV Section, CLRI**

Sl. No.	Subject/ Activity	Processing Time (working days)
1.	Preparation of Priority List	25 days* (from last date of receipt of applications)
2.	Allotment of Staff Quarters	7 days
3.	Temporary allotment	2 days
4.	Allotment of Garage / Scooter Shed	3 days
5.	Re-imbursement of Staff Telephone Bills	Once in 15 days*
6.	Processing of Official Telephone Bills (CLRI)	7 days
7.	Allotment of Staff Club Premises on rental basis	7 days
8.	Preparation of monthly rental bills: Vegetable Shop, Cable TV Office, Cricket Ground, Tennis Court, SBI ATM	1-2 days
9.	Processing of Tax Consultancy Tender	60 days*
10.	Processing of Tax Consultant Bill	7 days
11.	Processing of Newspaper Advertising Agencies Empanelment	60 days*
12.	Processing of Sports Academy Engagement for tennis coaching and maintenance of two Tennis Courts	60 days*
13.	Processing of Property Tax Bill payment (CLRI & RC)	7 days
14.	Processing of CMWSSB Water Bill, Sewerage Tax Bills, Solar Power Bill, High Tension & Low-Tension Consumption Bill (Institute & Staff Quarters)	4 days
15.	Renewal of License /Insurance Fee for Lifts	10 days
16.	Processing of Canteen Bills, Laundry Bills	4 days
17.	Notification of Holiday List	5 days
18.	Declaration of Working day as Holiday & Vice versa	2 days
19.	Processing of Speed Post Bills	2 days
20.	Issuance of I.D Cards (Regular Staff, Temporary Staff, Pensioner & Medical I.D Card to Pensioner)	7-10 days
21.	Processing of drinking water bills	3 days
22.	Processing of Bills for Rubber stamp, Visiting card, Letter head & Name plates	5 days
23.	Processing of monthly wage bills for outsourced manpower (CLRI & RC)	7-10 days
24.	Processing bills for printing works	3-5 days



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Sl. No.	Subject/ Activity	Processing Time (working days)
25.	Issuing of Rubber stamp, Visiting card, Letter head & Name plates	7-10 days (from the date of receipt of request for bona fide use)
26.	Processing of tender for Manpower Contracts	60-90 days* (from the date of publishing)
27.	Processing of tender for printing works	30 days* (from the date of publishing)
28.	Convening IDMC, preparation of Minutes, obtaining Administrative Approval, Financial Concurrence, Financial Approval of Director (for E-Tender/Limited Tender/Hand Quotation)	15 days*
29.	Processing of tender for Civil, Electrical, Combined Civil & Electrical Works through CPPP (E-Tender) (Including time for (i) preparation of NIT (ii) preparation of BOQ (iii) getting approval for publication of tender in CPPP after checking correctness of BOQ and dates (iv) preparation of justified rates by Engineer in-charge and concurrence by Accounts Section (v) bid extension time due to low response, if any (vi) opening and evaluation of technical bids (vii) seeking & evaluating shortfall documents, if any, after getting approval of Competent Authority (viii) getting approval for opening of financial bids after getting approval of CA (ix) recommendation of L1 bidder by engineer in-charge, concurrence by Accounts and approval by CA (x) issue of Letter of Intent (xi) submission of PG and non-judicial stamp paper by contractor (xii) issue of Award Letter)	60 days*
30.	Processing of tender for Civil, Electrical, Combined Civil & Electrical Works through Offline Limited Tender mode	30 days*
31.	Processing of tender for Civil, Electrical, Combined Civil & Electrical Works through Offline Hand quotation mode	10 days*
32.	Preparation of Agreement	7 days* (from the date of issue of Award Letter)

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Sl. No.	Subject/ Activity	Processing Time (working days)
33.	Refund of EMD to unsuccessful bidders	15 days (from the date of ascertainment of L1 bidder)
34.	Processing of file for grant of approval for execution of additional quantities, extra new items and substituted items	10 days
35.	Grant of Extension of Time (EOT) to the contractor	10 days
36.	Processing of Works Bills in Works Section after its receipt from ESD (Checking correctness of details of work, Abstract of Cost, Memorandum of Payment, etc.)	5 days
37.	Sending bills to Accounts Section after receipt of approval of Competent Authority	2 days
38.	Processing of Performance Guarantee (PG) and Security Deposit (SD) Release to the contractors	3 days
39.	Compilation of data sought by RTI Applicants	20 days
40.	Processing of general AMS bills	3 days
41.	Checking correctness of Income Tax TDS (Non-salaried deduction) for making payment to IT Department	3 days
42.	Filing of Quarterly IT Returns in Form 26Q (Non-salaried deduction)	15 days

\*This is subject to condition that all stake holders involved execute their responsibility within the specified time.

*K M Sridhar*  
 (K M Sridhar)  
 Sr. Controller of Administration