

**सीएसआईआर - केन्द्रीय चर्म अनुसंधान संस्थान**  
**CSIR - CENTRAL LEATHER RESEARCH INSTITUTE**  
 (वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद Council of Scientific and Industrial Research) अड्यार, चेन्नै, तमिलनाडु  
 Adyar, Chennai – 600 020, Tamil Nadu

No.CLRI/F&A/SOP/2024 – 25

Date : 08.05.2024

**Timeline for Disposal of Receipts, Payment Bills, Files and etc.**

Sl. No.	Key Activities	Accounts
		Timelines (Max. working days excluding date of receipt)
1	Issues related with fixation/re-fixation of pay in the events of promotion, change in pay scale/level, rejoining after deputation/foreign service etc.	20
2	Revision of pension in any of the eventualities mentioned	30
3	Pay Bill	3
4	TA advance bill	3
5	TA adjustment bill	3
6	Allotment of NPS number	3
7	Stepping up of Pay	10
8	Pay & Allowances bill (LTC Encashment)	3
9	DA arrears bill	5
10	Bonus bill (Manpower Contract)	5
11	Consultancy/Honorarium bill (ECF Projects)	5
12	Promotion arrears bill	10
13	I-Remittance bill	3
14	RGIS work: Remittance of advance premium of RGIS for staff members.	3
15	GPF advance/ Withdrawal bill	3
16	LTC Advance	3
17	LTC Adjustment	5
18	Tuition Fees Reimbursement	3
19	Medical Advance	2
20	Medical Adjustment	3
21	Medical reimbursement OP bills	3
22	Medical reimbursement IP bills	5
23	Liveries	5
24	Office Telephone bills	3
25	Other miscellaneous bills/Files (i.e. individual telephone reimbursement bills, printing R&D documents bills,canteen bills etc.)	5
26	Works File for Payment concurrence	5
27	Scrutiny of pension papers, and processing of pension	20

28	Purchase bills	5
29	RTI in r/o Accounts Matters	5
30	Any special works if any	Time will be fixed at the time of the works
31	Personal Computer Advance	5
32	House Building Advance	5
33	Honorarium to Members/Experts	3
34	Honorarium /OTA to staff	3
35	Night Duty Allowances	3
36	Salary Bills of Project Assistant, JRF/SRF/Consultants	3
37	Manpower Bills	4
38	Revolving Advance bills and recoupment for revolving advances	3
39	LTC Encashment	3
40	Pharmacy bills and Anderson Bills Payments	3
41	TA Foreign Bills	3
42	Contingency bills	4
43	P07 Chemicals & Consumables bills	3
44	Parliamentary Questions	Same day/2 days (subject to urgency)

Accounts section will stop receiving bills from other divisions 3 working days before the month end due to PFMS/AMS software anticipated failure of uploaded payment transaction.

Note: During the period of Audit, RE-BE, Closing of Accounts the above time lines may be extended by 1 or 2 days more.

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