



## सीएसआईआर केन्द्रीय चर्म अनुसंधान संस्थान –

CSIR-CENTRAL LEATHER RESEARCH INSTITUTE

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research)

अड्यार, चेन्नईAdyar, Chennai 600 020



No.CLRI/Bills/2023-24

Dated:01.02.2024

### CIRCULAR

**Sub:-** Time limit for processing of Bills/claims at EIII-Bill Section, CLRI.

The time limit for processing of Bills/claims at Bill Section as follows

EIII – BILLS SECTION		
S.NO	Subject/Activity	Processing Time
1	Medical Advance	3-5 days
2	GPF Advance/Withdrawal	3-5 days
3	TA Advance	3-5 days
4	LTC Advance	3-5 days
5	Processing of Medical Reimbursement Bills	Inpatient -5 to 10 days Outpatients- 3 to 5 days
6	TA/DA Claim Adjustment	3-5 days
7	Payment of TA/DA Honorarium to members/experts of official meetings	3-5 days
8	LTC Claim Adjustment	3-5 days
9	Reimbursement of Children Education Allowance	3-5 days
10	Honorarium/OTA Bill Processing	3-5 days
11	Processing of DA Arrears Bills	3-5 days
12	Processing of Salary bill of regular Staff	3-5 days
13	Salary arrears bills on promotion/Assessment	15 days
14	Stipend bills of SAA, PA/JRF/SRF/Consultants etc.	3-5 days
15	Remittance bills to CSIR Labs/Institutes	3-5 days
16	Remittance bills to organizations other than CLRI	3-5 days
17	Recoupment bills for revolving advances	3-5 days
18	LTC Encashment	3-5 days
19	Pharmacy Bills & Anderson Bills payment	3-5 days
20	Deputation bills	3-5 days

**NOTE : GPF form will be accepted only up to 15<sup>th</sup> of every month. After 15<sup>th</sup> GPF form will be accepted only for emergency purpose.**

. The time limit will be taken to processing of Bills/Claims quickly as possible and the time limit mentioned above is the maximum number of working days by which the tasks are completed.

This issues with the approval of the Competent Authority.

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

Copy to:

- 1) All Notice Boards
- 2) Intranet