



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

Hazratbal | Srinagar | J&K | 190006

S No:	Details of the Service	Requirement from the stake holders	Document Checklist	Maximum processing time for the office
A.	ACCOUNTS			
1.	Processing of Fellowships & Scholarships	Duly Recommended and forwarded by the F.I./Coordinator/ HoD/ Section In charge as the case may be.	Departmental Office Order Approved Amount Recommendation of Head/ Deans/ FI through DSW Certificate Payment details	5 working days
2.	Payment of Temporary Advance/ Settlement of Advance including TA-DA on Tour & Training/Tour & Training/BOG and other Meetings/Medical advances	Duly Recommended and forwarded by the F.I./Coordinator/ MO/ HoD as the case may be.	Tax Invoice/ Performa Invoice in case of settlement Approval of Competent Authority, in case of Advance Office Order of tour/training etc Duly Recommended and forwarded by Head/FI Any other requirement as per Institute/Gol norms. In case the disbursement request has any associated query, the bill shall be forwarded only after due diligence.	5 working days
3.	Processing of LC, Wire Transfer, Foreign Payments- Library Payments/ GIAN Payment and Honorarium to foreign expert etc	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	Tax Invoice/ Performa Invoice Purchase order. T&C mentioned in purchase order LC documents as required Performance bank guarantee as the case may be Notary Stamp Paper 15 CA & CB form Any other requirement as per Institute/Gol norms	7 Working Days for PV 3 Working Days for Bank Document initiation after approval of PV
4.	Updating Ledger Fee / corpus accounts All endowment fund accounts	As per bank statement	Maintain as per Records and PV	By 10th day of next month
5.	Payment of Legal Charges/payment of Balmer Lawrie/Payment of Atal	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	Tax Invoice Recommendation of Head/Deans/FI In case the disbursement request has any associated query, the bill shall be forwarded only after due diligence.	10 Working Days



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	programme and Misc. Payment related Govt. Schemes			
6.	Payment of Contractual Salary/ Manpower Salary/ Manpower Outsourcing Agency related other Payment/ Payment of tax Income tax challan [Monthly/ Quarterly] GST TDS return & challan Income tax return TDS Quarterly return for deductions wrt monthly salary, vendor payments and other bills.	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	Tax Invoice/ Performa Invoice, in case of Outsourcing Recommendation of Heads/ Deans Tax related documents [PAN, Invoice, Rent Receipts] In case the disbursement request has any associated query, the bill shall be forwarded only after due diligence. Deduction as per PV	Bills to be initiated within 3 working days after receiving of approved recommendations. Tax related transactions to be initiated in such a manner so that it is completed within statutory deadlines. Before 7th of the next month [Monthly] IT Before 10th of the next month- GST_TDS Next month of quarter end [Quarterly]
7.	RTI Reply		RTI Application Payment of Fee Forwarding from CPIO	As per Due Date.
8.	Student Fee Ledger		As per records received from Dean (Academic) Bank Records etc	Before 10th of Next Month [Monthly Reconciliation]
9.	Refund of Excess Fee/ Scholarship/ Caution Money	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	Duly Verified and Recommended by Dean (SW)[if applicable] Name and Account details of students Copy of Approval	5 working days
10.	Processing of Payments of GeM [Including MB & others] and Uploading the payment confirmation for all departments & central purchase office on GeM portal	Duly Recommended and forwarded by the F.I./Coordinator/Ho D as the case may be.	Tax invoice / bill of supply with GSTIN Major/Minor Budget Head Name of Recipient Stock Entry/Purchase Certificate Deduction of liquidated damage (if any) Recommendation of Head/Dean/FI Appropriate deduction of taxes, as applicable Fund sanction Order copy In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	5 working days



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11.	Processing of Misc. bills for payment and reimbursement/ Misc. Payments Departmental Grant-OH-31 Other Misc. Payments OH-35 Imprest recoupment SAC Payments user fee related payments etc	Duly Recommended and forwarded by the F.I./Coordinator/Ho D as the case may be.	Tax invoice / bill of supply with institute GSTIN Major/Minor Budget Head Name of Recipient Stock Entry/Purchase Certificate Deduction of liquidated damage, if any Recommendation of Head/Dean/FI Appropriate deduction of taxes, as applicable Fund sanction Order copy/Approval Copy In case the disbursement request has any associated query, the bill shall be forwarded only after due diligence.	5 to 7 working days depending on the bill nature
12.	Maintain of Cashbook Main Endowment fund A/Cs GPF/CPF/NPS etc		Bank Statement Cheque Register BD Register/ Income Register	Before 10th of Next Month [up to previous month]
13.	Process payment of 1 EMD Return/ Bid Security/ Performance Security	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	Recommendation of Purchase Office Duly Verified payments with our records Date on which payment was received	5 working days
14.	Immediate inspection visits from IT/GST or other govt bodies	Forwarding letter / inspection order from the agency	Permission/ Cognizance from Director/ Registrar over/shown (if records are ready)	Within the same working day, the documents shall be handed
15.	Audit Replies SAR AIR Internal Audit	Draft para to be transferred from IA cell	Remarks from concerned section may be invited Signed copy of the Draft para must be received from IA cell.	SAR (2 working days) AIR/Internal (5 working days)
16.	Cashier (Fee collection & related functions) Student loan / other state fee scholarships	As per the fee order/fine collection order	Must have registration/order and UTR sanction letter for tracking of fund	Transfer file to be initiate within 3 working days (only after fund receiving confirmation)
17.	TSA transfer Cases: Advance Imprest Foreign payments Statutory deductions (IT/GST)	PV approved	Transfer to be done in the specific cases only TSA guidelines from time to time needs to be complied	Cheque to be made within 5 working days of disbursement from TSA.
18.	Disbursement / Cheque under OH 31/35/36 & other heads	Budget & Payment order to be sanctioned prior to PV Approval	Approved Payment Voucher	2 working days [As per the availability of fund & PFMS Portal Status]



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	[Including PFMS-TSA/EAT Module]			
19.	Requisitions (Indents) for Various procurement. (Budget allocation)	Requisition/ Indents from different department/ office for concurrence on Budget availability.	Budget provision Availability of fund	03 working days
20.	LTC Advance	Submission of the LTC advance proforma with Office Order	Budget Provision Outstanding LTC Advances Limit of the LTC Advances LTC/Leave sanction Approval Copy	05 working days
21.	LTC Settlement	Submission of bills complete in all respects with supporting documents/ tickets/ boarding pass etc	Compare with the LTC advance/ Office Order Checking the claims as per Gol rules. Supporting bills/ cash deposit receipt of excess amount & documents as per requirement.	10 working days (Concerned should submit the adjustment within 30 days in case of LTC advance and 60 days in case of advance not drawn)
22.	Leave Encashment on LTC	Submission of the LTC advance proforma with Office Order	Budget Provision IT TDS deduction. Accumulation with Salary	Accumulated with salary payable to next month
23.	Medical Claims (Hospitals)	Submission of claim on the prescribed form.	Original Bill Signature and recommendation of amount of MO I/c All supporting document related to the claim. Admissibility of the claim as per rule	Consolidated claim processing in every 15 days
24.	Children Education Allowance	Submission of certified bills/claim in prescribed format	Original Bill All supporting document related to the claim. Admissibility of the as per Rule	By April every year. Claims are expected to be received by 15th of April every year.
25.	Telephone reimbursement	Submission of certified bills/claim in prescribed format.	Original Bill All supporting document related to the claim. Admissibility of the claim as per rule	Consolidated claim processing in every 15 days of each Qtr ending i.e. April, July, October and January every year.



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26.	Medical reimbursement	Submission of certified bills/claim in prescribed format	Original Bill Signature & recommendation of amount of MO I/c All supporting document related to the claim. Admissibility of the claim as per rule	Consolidated claim as received from Health Centre in every 15 days (concerned should submit the claim within 06 months of completion of treatment)
27.	Medical Advance	Submission of claim on the prescribed form.	Original Bill Signature & recommendation of amount of MO I/c All supporting document related to the claim. Admissibility of the claim as per rule	Within 02 working days
28.	Immediate Relief	Submission of claim by the family member of deceased employee	Check out the family details Processing of the claim	With 02 working days
29.	GPF Advance	Submission of claim in the prescribed form	Checking out the balance available in the ledger. Relevant rule position.	Consolidated claim processing in every 15 days
30.	GPF Withdrawal	Submission of claim in the prescribed form	Checking out the balance available in the ledger. Relevant rule position.	Consolidated claim processing in every 15 days
31.	Salary (Regular, Guest Faculty, Doctors etc)	----	Match with the change from previous month. IT-TDS details. Checking the recoveries to be made License Fee/ Elect/ Water Charges etc.	By 28/29th of every month (for Regular Staff) By 30/31st of next month (for Guest Faculty/ Doctors etc)
32.	Monthly Pension	-----	Matching with the changes from previous month. IT-TDS details. Checking the recoveries to be made License Fee/ Elect/ Water Charges etc.	By 28/29th of every month



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33.	CPDA reimbursement	Submission of bill from the concerned faculty members complete in all respects with the required supporting documents	Fund Sanction Stock Entry Signature of faculty member Any other requirement as per Institute/ Gol Norms	Consolidated claim processing in every 15 days .
34.	Pension Settlement Claim	Submission of the pension proforma and Service Book from Establishment Section.	Preparation of Pension payment Order complete in all respects and pre checking of entire service records Issuance and payment of pensionary benefits.	Within 30 days from receipt of claim
35.	Restoration of Commutation value of Pension	Submission of the request from the concerned pensioner with supporting documents.	Issuance of Office Order for the same as per the approval of Competent Authority.	By end of each month after the receipt of the claim in that month.
36.	Enhancement of Pension on attaining the age	Submission of the request from the concerned pensioner with supporting documents.	Issuance of Office Order for the same as per the approval of Competent Authority.	By end of each month after the receipt of the claim in that month.
37.	Income Tax (Salary) IT- TDS	IT TDS deduction as per prescribed slab from the concerned staff members.	---	From salary each month and filing the same on Quarterly basis.
38.	GSTR-I	The Tax Invoice to be submitted by different sections	Consolidate information of all the Tax Invoices with B to B/ B to C to be compiled. To ensure the GSTR return to be filed by due date i.e. 11th of the preceding month.	By 5th of next month
39.	GSTR-3B (Monthly)	The amount as per tax invoice to be deposited by the concerned offices	Consolidated amount to be deposited to the GST Portal . To ensure the GSTR return to be filed by due date i.e. 20th of the preceding month.	By 14th of next month
40.	GSTR-7	GST TDS to be deducted from the concerned bills and consolidated amount to be deposited to the GST portal	Consolidated amount to be deposited to the GST Portal To ensure the GSTR return to be filed by due date i.e. 10th of the preceding month	By 7th of next month



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41.	Tax invoice – For Institute	The Rent along with Tax deposited by the concerned tenant	1.Issuance of Tax Invoice SAC/HSN Code verification. Any other requirement as per Institute/Gol Norms	Same day on receipt of the amount deposited by tenant.
42.	Monthly Budget Reconciliation allocated to department as per DFPR	Report to be submitted by concerned department to whom funds has been released.	Reconciliation of the figures. Monitoring the expenditure figures with fund allocation.	By 5th of each month
43.	Group Insurance related work	The amount deducted by the salary and to deposited to the LIC	Processing the claim and the same to be ensured for the deposition to the LIC. Timely payment of the GIS Claim to retired/ deceased employee	By 10th of each month
B.	ADMINISTRATION			
44.	Leave Applications (except CL/SCL)	Application for leave (except CL/SCL) be submitted at least 10 days before the commencement of leave, through HoD / Section In-charge	Leave application duly forwarded by the HoD/ concerned. DFAC recommendation s for Study Leave./Extra ordinary Leave Current family details for sanction of paternity leave/maternity leave. Supporting documents, if any. Leave entitlement as per Statutes of the Institute and notices issued from time to time.	07 working days.
45.	No Objection Certificate for Visa Purpose	Request must be submitted through concerned HoD/ Section In- charge	Invitation letter for official visit. For personal visits, purpose must be mentioned.	07 working days
46.	Permission for visiting abroad	Request must be submitted through concerned HoD /Section In- charge 21 days before commencement.	Invitation letter must be enclosed with the application, if it is official visit. In case of personal visits, purpose must be mentioned.	15 working days
47.	No Objection Certificate for Passport	Request must be submitted through concerned HoD/ Section In- charge	An undertaking in the prescribed format. Two passport size photographs.	07 working days



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48.	No Objection Certificate for higher studies/distance course for non-teaching employees	Request must be submitted Through concerned HoD/ Section In- charge	Application duly forwarded by the HoD/ Section In- charge concerned. An undertaking from the employee that official work will not be hampered. Supporting documents, if any.	07 working days
49.	Sanction/Permission for purchase of items under CPDA	Request must be submitted Through concerned HoD	Application must be submitted in the prescribed format duly forwarded and recommended by concerned HoD	10 working days
50.	Deputation for study or training Within India/ Official works/attending Seminar, Workshops/ Travel under CPDA/ Approval for travel (within India)	Request must be submitted Through concerned HoD before 21 days prior in case of conference is Within India	Acceptance letter of the paper to be present. Conference Brochure/Letter from organizers of from conference website having mention of amount of Reg. Fee to be paid. Notice along with copy of presentation in the Department. Attendance list of Presentation. Copy of Paper. Nominated copy of Director.	07 working days
51.	Deputation for study or training Outside India/ Official works/ attending Seminar, Workshops/ Travel under CPDA/ Approval for travel (Outside India)	Request must be submitted Through concerned HoD before 60 days prior in case of conference is Outside India.	Recommendation of Departmental Committee.	15 working days
52.	Forwarding of application for outside employment /deputation/ NOC for Applying outside employment/ experience certificate	Request must be submitted through concerned HoD/ Section In- charge	Application along with enclosures. Copy of advertisement.	07 working days
53.	LTC Approval	Request must be submitted through concerned HoD/ Section In-charge	Duly filled LTC application form. Leave application form.	07 working days



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54.	LTC settlement		Application in the prescribed format. LTC Bill adjustment for forwarding to Accounts Section.	05 working days
55.	Resignation/ Technical resignation/ Lien/ Voluntary Retirement/ Premature Retirement	1. Application must be routed through HoD / Section In- charge concerned keeping in view the notice period, if any.	Exact date of relieving must be mentioned in the letter. Proof regarding submission of application through proper channel Copy of offer letter must be enclosed, if going to join a position in other Institution / Organization.	30 working days
56.	Issue of No Objection Certificate/ Vigilance Clearance Certificate to appear in interview etc.	Request must be submitted through concerned HoD / Section In- charge.	Proof regarding submission of application through proper channel. Copy of call letter.	07 working days
57.	Sanction of HRA to the Employees	Request must be submitted through concerned HoD / Section In- charge.	Application duly forwarded by the HoD/ concerned. Quarter/ Accommodation vacation report.	05 working days
58.	Approval for dependant for medical	Request must be submitted through concerned HoD / Section In- charge.	Application duly forwarded by the HoD/ concerned. Medical dependency form.	03 working days
59.	Resignation of Temporary Faculty and other correspondence e	Request must be submitted through proper channel	Application duly forwarded by the HoD/ concerned	07 working days
60.	Any other matter not listed above	Request must be submitted through proper channel	Supporting documents, if any	15 working days (where a policy decision is involved)
C.	MINISTRY REPLIES			
61.	File to be put up for seeking Permission for obtaining Information for respective section / Department/ Heads	Timely disposal of information within the given time limit		Immediate/ Same working day



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62.	Delivery of desired Information by respective section	Timely disposal of information within the given time limit		01-03 working days depending on urgency
63.	Compilation of information	Timely disposal of information within the given time limit		01-02 working days of receipt of information
64.	Seeking approval of authority	Timely disposal of information within the given time limit		1-02 working days
65.	Communicating the reply to Ministry	Timely disposal of information within the given time limit		1-02 working days
D.	PARLIAMENTARY QUESTIONS			
66.	File to be put up for seeking Permission for obtaining Information for respective section / Department/ Heads	Timely disposal of information within the given time limit	Immediate	
67.	Delivery of desired Information by respective section	Timely disposal of information within the given time limit		01-03 working days depending on urgency
68.	Compilation of information	Timely disposal of information within the given time limit		01-02 working days
69.	Seeking approval of authority	Timely disposal of information within the given time limit		01-02 working days
70.	Communicating the reply to Ministry	Timely disposal of information within the given time limit		01-02 working days
E.	RESEARCH & CONSULTANCY			
71.	For approval of Project Proposal from forwarding to Funding Agency	Request letter from the concerned faculty	1. Forwarding of HoD/PI	05 working days
72.	For approval of draft advertisement	Request letter from the concerned faculty	Draft Advertisement must be in the format as prescribed in respective Funding Agency Project Guidelines	05 working days



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73.	For approval of recommendation of selection committee meeting (if required)	Request letter from the concerned faculty	Forwarding of HoD/PI Complete set of documents	07 working days
74.	For Dean's nominee	Request letter from the concerned faculty for nominating two members for Selection Committee & for one member for evaluation committee	Copy of the letter of approval of the committee	05 working days
75.	For approval of any type of committee	Request letter from the concerned faculty	Forwarding of HoD/PI Composition of Committee must be in accordance to the R&C rule.	05 Working Days
76.	For approval of break-up of funds (if submitted as per sanction of funding agency)	Request letter from the concerned faculty	Forwarding of HoD/PI Forwarding of Mentor/ Supervisor (in case of fellow) through HoD/ PI It must be in accordance to the sanction/ original proposal (as the case may be)	05 working days
77.	Extension of project staff tenure (if as per rule)	Request letter from P.I./ Co-ordinator	1. Forwarding of HoD/PI Approval from Funding agency (if required)	12 working days
78.	Request for extension of project period and sanctioned funds to be forwarded to Funding Agency	Request letter (in funding agency format, if applicable) from the concerned faculty	Forwarding of HoD/PI Copy of Sanction letter Valid Reason for extension	05 working days
79.	Forwarding of Travelling Allowance (TA) bill and salary bills out of Testing/ Consultancy	Request letter through HoD/PI	Duly filled in application form on prescribed format along with address of the office to which bill is to be forwarded.	05 working days



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	Project			
80.	Forwarding of applications of faculty/ student for travel grant support to funding agencies	Request letter from concerned faculty/ student	1. Forwarding of HoD/PI uly filled application form in the prescribed format of the funding agency	05 working days
81.	Issuance of unique tax invoice No./ Consultancy Project number	Submission of Testing proforma by PI with estimate with payment details.	1. Forwarding of HoD/ PI 2. Project consultant signature 3. Details of amount deposited [UTR No., etc. 4. Address of client GSTIN number of clients	05 working days
82.	Noting and Forwarding of testing consultancy bills for its clearance Reimbursement and Distribution processing	Testing consultancy bills in prescribed format	1. Forwarding of HoD/PI 2. P.I./ Consultant signature 3. Copy of agreement signed with the client, if any 4. Consolidated details, transfer entry 5. Copy of project completion report and registration form duly signed by PI/ Consultant & HoD	10 Working Days
83.	Salary /Fellowship Processing of Salary/ Fellowship of JRF/SRF/ PDF/ Contractual employees /technicians as the case may be.	Submission of fellowship form (for fellowship/salary) complete in all respects with supporting documents duly forwarded by the P.I./Mentor/Coordinator/Ho D as the case may be.	Absentee statement Fund availability Forwarding of concerned P.I./Mentor/Coordinator/Ho D as the case may be Income Tax challan as the case may be. HRA receipt Joining Report (for the first bill) Any other requirement as per Institute/Gol norms	07 working days



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84.	Equipment/Contingency/Consumable Processing of Requisition Form	Dully filled in Requisition Form	Head/PI Mentioned payment Head	07 working days
85.	Processing of bills for Payment and reimbursement	Submission of bill complete in all respects with supporting documents duly forwarded by the P.I./ Mentor/Coordinator / HoD as the case may be	1. Tax invoice / bill of supply with institute GSTIN 2. Major/Minor Budget Head 3. Name of Recipient Stock Entry/Purchase Certificate Deduction of liquidated damage if any Signature of PI Appropriate deduction of taxes, as applicable Fund sanction Order copy In case of reimbursement documents of receiving of payment Any other requirement as per Institute/Gol norms	10 working days
86.	Processing of Bills in case of Gem Purchase [Below < 25000]	Submission of bill on complete in all respects with supporting documents duly forwarded by the P.I. / Mentor / Coordinator / HoD as the case may be within 05 working days upon receipt of item	Tax invoice / bill of supply with Institute GSTIN as applicable (Supporting documents of purchase is required if Tax invoice is not available) Major/Minor Budget Head Name of recipient Stock Entry/Purchase Certificate Signature of PI Fund sanction Order Copy In case of reimbursement, documents of receiving of payment (in case of cash on delivery)	10 working days



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			Any other requirement as per Institute/Gol norms	
87.	Processing of travel bills for reimbursement	Submission of TA/DA Form complete in all respects with supporting documents duly forwarded by the P.I. / Mentor / Coordinator / forwarded by the P.I. / Mentor / Coordinator	Tax invoice / bill of supply with institute GSTIN, as applicable Major/Minor Budget Head Name of recipient Signature of PI	07 working days
88.	UC/SE Signing of Utilization Certificate (UC)/ Statement of Expenditure (SoE)	Submission of UC & SoE in prescribed Format of funding agency in four original sets complete in all respects with supporting documents duly forwarded by the PI	Template of funding agency	15 working days
F.	STUDENT WELFARE			
89.	House Rent Allowance (HRA) only for Ph.D students	All the mandatory columns should be filled along with requisite enclosures at the HRA form like marriage certificate / marriage invitation Card and house rent agreement copy and recommendation of Medical Officer of Institute in case of health ground.	Photocopy of Rent Agreement Photocopy of Aadhar Card of student. Photocopy of the registration slip of student. Recommendation of the concerned supervisor Forwarding of the Head/Coordinator Confirmation of Non- availability of the accommodation by Admin Warden and Chairman of House Allotment Committee (for seeking residence in colony staff.) Photocopy of ID card issued by the institute.	6 working days from the date of receipt of application(s) in the Section.
90.	Sponsored Scholarship; UGC, CSIR and others (i.e.	Award letter along with UTR Number of the transaction of	Matching of dates in Sanction letter,	6 working days for processing in DSW



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	feeding of the data on the respective scholarship portal like Continuation, HRA, Contingency etc. for each month months; as the case may be).	sanctioned amount of fellowship	Matching of Bank transaction details i.e. UTR Number.	office usually these are in Direct Benefit Transfer (DBT) mode by respective agencies.
91.	Stipend to M.Tech. Students	Recommendation from D.D.P.C. along with copy of minutes Forwarded by Heads / Coordinators of the Departments/Schools, Photocopy of the online registration slip	Roll Numbers, GATE Score validity, Registration Number Bank A/c. Number and IFS Code Category of the students (All in the prescribed form)	7 working days from the date of receipt of application(s) in the Section.
92.	Forwarding of State Scholarship	1. Completely Filled & Self attested hard copy of the application forms along with requisite self-attested enclosures Forwarding by Head/ Coordinators Scholarship Section.	Bona fide Certificate Bank A/c. details (should be on the name of student only) Domicile Certificate Income Certificate Grade Sheet Fee details filled up in the form.	As per the timeline Declared by the respective State Government.
93.	Awarding of State Scholarship (if awarded through scholarship section of the Institute)	Award letter UTR Number of the transaction of sanctioned amount of Scholarship	Matching of dates in Sanction letter, Matching of Bank transaction details i.e. UTR Number.	10 working days from the date of receipt of payment in the institute office.
94.	Forwarding of Central Sector Scholarship	Filled & Signed hard copy of the application forms of the student, forwarded by	Bonafide Certificate Bank A/c. details (should be on the name of student only)	7 days as per the timeline declared by



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		Head/Coordinators of the respective Departments/Schools along with supporting documents to be submitted in the Scholarship Section.	Domicile Certificate Income Certificate Grade Sheet Fee details filled up in the form.	the respective Central/state Ministry.
95.	Awarding of Central Sector Scholarship (if awarded through scholarship section of the Institute)	Award letter TR Number of the transaction of sanctioned amount of Scholarship	Matching of dates in Sanction letter, Matching of Bank transaction details i.e. UTR Number.	10 working days from the date of receipt of application(s) in the Section.