

No. 35-7/2009-O&M/PG
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
O&M/PG

Krishi Bhawan, New Delhi,
Dated May,2009

OFFICE MEMORANDUM

Subject: Fixation of maximum number of days for finalization of various applications received from Officers/Members of the Staff.

In accordance with para 115 of the Manual of Office Procedure (MOP) and to streamline the exiting practice of disposal of cases it is proposed to lay down the norms for disposal of applications/ requests on a time bound basis under normal circumstances. The under mentioned nature of cases have been considered important and feasible for the purpose of timely disposal / finalization of applications received from the officers / members of the staff:

S.No.	Item	Maximim no. of working days for disposal / finalization of application
	CASH – I SECTION	
1.	Allotment of GPF A/c No.	5
2.	Advance / withdrawal from GPF	5
3.	Transfer of GPF balance	30
4.	House building advance	30
5.	Motor Car / Motor Cycle / Computer / Cycle Advance	10
6.	Festival advance	7
7.	L.T.C. advance	5
8.	L.T.C. adjustment bills / LTC bills	15
9.	TA advance	5
10.	TA bills	15
11.	Election duty TA payment	30
12.	Conveyance reimbursement bills	15
	CASH- II SECTION	
13.	Arrear of pay	15

14.	Arrear of DA	15
15.	Honorarium	10
16.	OTA bills	10
17.	Medical bills	7
18.	Issue of GPF pass book	90
19.	Issue of LPC	5
	WELFARE SECTION	
20.	Issue of CGHS card	2
21.	Process of medical claim	15
22.	Medical advance	3

2. The Officers / Members of the staff are, therefore, advised that they should submit their application well in time with complete details and enclosures necessary for the purpose so that there is no occasion for making cross references to the applicant. This would avoid delay in the disposal / finalization of the case within the maximum time indicated above.

(Vijay Kumar)
Senior Analyst (O&M/PG)

To,

1. All Under Secretaries,
2. All Sections.
3. PPS to Secretary,
4. PS to JS(A)

Copy to- 1. SO (Cash-I) with reference to their note dated 22.04.2009
2. Sr. System Analyst, NIC (Sh. Vijay Kumar) with the request to post this information on the website www.agricoop.nic.in and www.intradac.nic.in at appropriate place.