

25-5-14
No. 3/1/2014-O&M/1176
Government of India
Central Water Commission

Room No. 326(S), Sewa Bhawan,
R.K. Puram, New Delhi-110066.
Dated 28 Nov. 2014

OFFICE MEMORANDUM

On the basis of decision taken in the meeting held under the Chairmanship of Chief Engineer (HRM), CWC a statement regarding fixation of time limits for disposal of various types of cases has been prepared and enclosed for strict compliance.

[Signature]
26.11.2014
(D.R. Meena)
Under Secretary
Tel. 26711031

Copy to:

- [Signature]* 8/12/14
1. PPS to Chairman, CWC
 2. PS to Member (D&R), / Member (WP&P) / Member (RM), CWC
 3. All Chief Engineers (including field formations), CWC
 4. All Superintending Engineers (including field formations) / Directors,
 5. Director, WP&P (Coörd.) / Director, RMCD / Director, D&R(C), CWC
 6. Director, (E-1) / Dir (E-2), / Dir., Admn. / Dir. (PCP) / Dir. (Hyd.), CWC
 7. Director, SMDte. For uploading at CWC web site.
 8. All Under Secretaries / Sections Officers, CWC
 9. Guard File (O&M) Section, CWC
- [Signature]* 8/12/14

STATEMENT PROPOSING FOR FIXATION OF TIME LIMITS FOR DISPOSAL OF VARIOUS TYPES OF CASES / PERSONAL CLAIMS

Sl. No.	Item of Work	Main issues to be examined	Channels involved for processing of case	Likely time to be taken in disposal of normal cases (In working days)	Remarks
1	2	3	4	5	6
1.	G.P.F. Advance/ Withdrawal	Estt. Application in prescribed form, balance in credit, Rule position, rate of recovery etc. (Including verification by Accounts Section). Accounts: Verifying accuracy of figures mentioned in sanction order, preparation of Bill and submission to PAO	Concerned Establishment Accounts Section	7 2	
2.	HBA Advance	Estt. Application in prescribed form with supporting documents, Admissibility under Rules, rate of recovery etc. (Including Budget verification from Accounts Section) Accounts: Verifying accuracy of figures and amount of instalments mentioned in sanction order, rate of interest, preparation of Bill for release of funds and submission to PAO	Concerned Establishment Accounts Section	15/20 *from the date of receipt of application complete in all respects. 2	*In case the advance is to be sanctioned in relaxation of the eligibility criteria.
3.	Car/Motor Cycle / Scooter / Computer Advance	Estt. Application in prescribed performa, verify admissibility under the Rules and verification from Accounts Section regarding availability of funds. Accounts: To verify figures and amount of instalments, rate of interest, Head of Account and to check that advance taken earlier has been fully recovered etc.	Concerned Establishment Accounts	15/20* 2	*-do-

1	2	3	4	5	6
4.	LTC Advance (including 10 days leave encashment while availing LTC and sanctioning of leave).	Estt. Application in prescribed performa to verify/determine the eligibility w.r.t. check list, to ensure that leave application duly approved has been received etc. (including verification of amount from Accounts Section) and Issue of Sanction Order. Accounts: Previous advance, if any, has been adjusted, preparation of Bill and submission to PAO for payment etc.	Concerned Establishment Accounts	7 2	
5.	T.A. Advance	Accounts: Requisite application form with a copy of tour programme approved by the Controlling Officer and above and to determine the admissibility of advance etc. Preparation of Bill and submission to PAO for payment etc.	Accounts	4	
6.	Festival Advance/ Cycle Advance	Estt. Application in prescribed performa, to check eligibility criteria to get surety bonds from temporary employees Accounts: Preparation of Bill and submission to PAO for payment etc.	Concerned Establishment Accounts	7 2	The application should reach to the the concerned Estt. Section at least 15 days in advance of the festival for which advance has been applied.
7.	Issue of Identity Certificate for obtaining passport	Estt. To take Vigilance Clearance Certificate from CM&V Section and issue Identity Certificate in the prescribed format after obtaining approval of the competent authority	Establishment/CM&V / Estt.	5 / 5 / 7	

1	2	3	4	5	6
8.	Issue of Objection Certificate for going abroad	Estt. To take Vigilance Clearance Certificate from CM&V Section and issue order after obtaining approval of the competent authority etc.	Establishment/CM&V / Estt.	5 / 5 / 7	
9.	Forwarding of application on deputation:	Estt. To ensure application is complete in all respects, take Vigilance Clearance Certificate from CM&V Section and after approval of the competent authority send application to the MOWR for Cadre Clearance and onward transmission to the concerned Department.	Establishment/CM&V / Estt.	3 / 3 / 10*	*In respect of Group 'A' Officers, the application should reach in concerned Estt. Section at least 30 days before the last date.
10.	Pay Fixation	Estt. To ensure promotion / appointment orders have been issued, to fix the pay as per relevant rules and to issue orders. Accounts. Preparation of Bill and submission to PAO for payment.	Concerned Establishment Accounts	7 5	
11.	Advance of Pay	Estt. To determine the amount from Accounts Section and issue order after obtaining approval of competent authority. Accounts. Preparation of Bill and submission to PAO for payment.	Concerned Establishment Accounts	7 2	
12.	Leave Encashment / CGEGIS at the time of retirement	Estt. To obtain the service book of the official concerned from E-IV Section on the last date of retirement, to update the service book and records and issue necessary sanction. Accounts- Calculation on the basis of sanction order.	Concerned Establishment Accounts	3 2	PAO has to ensure that the Service Book is returned to E-IV Section on the date of Retirement.

1	2	3	4	5	6
13.	Re-Imbursement of stitching charges for liveries.	Estt. VIII. To verify bills for pass and payment as per admissibility under rules, to check whether liveries were issued to those employees during that year and send to Accounts Section for preparation of Bill.	Estt. VIII	5	
14.	Re-Imbursement of telephone bills / News paper bills	Accounts- To check sanction is accompanied with bills / vouchers and preparation of bill and submission to PAO for payment P&M Dte. To verify bills for pass and payment as per admissibility under rules and send to Accounts Section for preparation of Bill.	Accounts P&M Dte.	2 6	
15.	Conveyance Charges Claims / OTA Bills	Accounts & Works- To check bills / vouchers, preparation of bill and submission to PAO for payment Accounts & Works- To check claim is on prescribed proforma duly approved by Controlling Officer and check the amount claimed.	Accounts & Works	2	
16.	Tuition fee claims	Estt. To check necessary fee receipts, number of children for whom fee is being claimed, necessary certificate in this regard and issue of sanction order etc. Accounts-Preparation of Bill and submission to PAO for pass and payment.	Concerned Establishment Accounts	7 3	

1	2	3	4	5	6
17.	Medical Advance	Claim-	Estt. XIV	2	
		Estt. XIV : To check whether advance is admissible under the rules, the anticipated expenditure thereof verified from the treating physician of Govt. / CGHS/ recognized private hospital and issuing sanction. Accounts – Funds availability and Head of Accounts. Sanction to be issued by Estt. XIV Section. Accounts – Preparation of Bill and submission to PAO for payment.	Accounts Estt. XIV Accounts	1 1 1	
18.	Medical permission for taking treatment at a CGHS approved hospitals / Lab. Test.	Claim-	Estt. XIV	2	
		Estt. XIV- To check whether specialist of CGHS/CMO I/c. of CGHS dispensary or Govt. hospital has recommended the treatment at private hospital / diagnostic centre /CGHS approved hospital and issue sanction.			
19.	Medical claim – OPD treatment	Estt. XIV- To check whether claim has been submitted in prescribed format, prior/ex-post facto permission has been taken for treatment / test etc. in case the treatment has been taken in private hospital/centre, claim is submitted within the prescribed time limit,	Estt. XIV <i>Accounts</i>	4 <i>4.</i>	

		necessary certificates (Essentiality Certificate) duly verified by CMO is attached, admissibility of the claim, issuing sanction after deducting the advance taken, if any.			
20.	Medical Claims - Hospitalisation Unrecognised Hospitals (Private) - Emergency	<p>Estt. XIV- To check whether claim has been submitted in prescribed format, prior/ex-post facto permission has been taken for treatment / test etc. in case the treatment has been taken in private hospital/centre, claim is submitted within the prescribed time limit, necessary certificates (Essentiality Certificate) duly verified by CMO is attached, admissibility of the claim, issuing sanction after deducting the advance taken, if any.</p> <p>b. Reference to Medical Claim Committee</p> <p>c. Ex-post facto approval of Chairman</p> <p>d. Accounts- Funds availability and Head of Accounts.</p> <p>e. Estt. XIV-Sanction to be issued by Estt. XIV</p> <p>f. Accounts- To verify the sanction and supporting documents and making bill for payment.</p>	<p>Estt. XIV</p> <p>MCC headed by Chief Engineer (CWC) Head of Department</p> <p>Accounts</p> <p>Estt. XIV</p> <p>Accounts</p>	<p>10</p> <p>30</p> <p>10</p> <p>2</p> <p>2</p> <p>3</p>	

(ii) As per provisions of Civil Accounts Manual, PAO can take 7 days for passing a bill and issuing of cheques, but if they have any objection then they have to return the bill within 3 days to Accounts Section with their objection. In Urgent / emergent payments, they are supposed to issue cheques the same day / next day.

(iii) In respect of certain payments/reimbursements, time limits are subject to availability of requisite funds under the concerned head of account.