



CHARTER FOR DELIVERY OF WORKS / SERVICES

Accounts Section				
S. No	Details of the service	Requirement from the stake holders	Check List [PV will be returned for rectification/clarification if payment requests not in accordance with GFR/applicable rules.]	Maximum PV Initiation time for the office
1.	Processing of Regular Payment (Recurring expenditure)	Duly Recommended and forwarded by the F.I./Coordinator/HoD/ Section In- charge as the case may be.	<ol style="list-style-type: none">1. Tax Invoice/ Performa Invoice2. Payment amount3. Purchase order/ Work order4. Applicable GFR Certificate5. Updated as per norms/ Stock Entry6. End User Certificate7. Duly Recommended and forwarded by Head/FI8. Any other requirement as per updated Institute/ GoI norms9. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	10 working days
2	Processing of Fellowship <ol style="list-style-type: none">1. Institute Scholar2. CSIR3. DST4. SERB Fellowship & other Scholarships	Duly Recommended and forwarded by the F.I./Coordinator/HoD/ Section/Project PIs as the case may be.	<ol style="list-style-type: none">1. Recommendation of Head/ Deans/ FI through Dean R&C2. Departmental Office Order3. Monthly attendance sheet5. Approved Amount6. Payment details	7 working days
3.	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.	<ol style="list-style-type: none">1. Approval of Competent Authority, in case of Advance2. Tax Invoice/ Performa Invoice in case of settlement3. Office Order of tour/ training etc4. Duly Recommended and forwarded by Head/FI5. Any other requirement as per Institute/GoI norms6. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	7 working days

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4	Processing of Foreign Payments- <ul style="list-style-type: none"> • Library Payments/ • Honorarium to foreign expert etc 	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be.	1. Tax Invoice/ Performa Invoice 2. Purchase order. 3. T&C mentioned in purchase order 4. Performance bank guarantee as the case may be 5. Notary Stamp Paper 6. 15 C A & CB form 7. Any other requirement as per Institute/GoI norms	1. 7 Working Days for PV 2. 3 Working Days for Bank Document initiation after approval of PV
5.	Updating Ledger In Tally ERP 9 <ol style="list-style-type: none"> 1. RBI TSA a/c (PFMS transactions) <ul style="list-style-type: none"> • Commercial bank account maintained for other transactions/ fee / Research Projects/ chief warden etc. • All endowment fund accounts 	As per bank statement	1. Maintain as per Records and PV	By 10th day of next month
6	Payment of Legal Charges/payment of Balmer Lawrie/Payment of Atal programme and Misc. Payment related Govt. Schemes	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	1. Tax Invoice 2. Recommendation of Head/Deans/FI 3. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	10 Working Days
7.	Payment of <ul style="list-style-type: none"> • Contractual Salary/ Manpower Salary/ • Manpower Outsourcing Agency related other Payment/ [keylock/LDS Guarding 	Duly Recommended and forwarded by the F.I./Coordinator/HoD as the case may be	1. Tax Invoice/ Performa Invoice, in case of outsourcing 2. Recommendation of Heads/ Deans 3. Tax related documents [PAN, Invoice, Rent Receipts] 4. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	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.

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8	Payment of tax 1. Income tax challan [Monthly/Quarterly] 2. GST TDS return & challan 3. Income tax return 4. TDS Quarterly return for deductions w.r.t monthly salary, vendor payments and other bills.	---	1. Deduction as per PV	1. Before 7th of the next month [Monthly] IT 2. Before 10th of the next month- GST_TDS 3. Next month of quarter end [Quarterly]
9.	RTI Reply	----	1. RTI Application 2. Payment of Fee 3. Forwarding from CPIO	As per Due Date.
10	Student Fee Ledger	---	1. As per records received from Dean (Academic) 2. Bank Records etc	Before 10th of Next Month [Monthly Reconciliation]
11.	Refund of • Excess Fee/ • Scholarship/ • Caution Money	Duly Recommended and forwarded by the AR Academic and Dean Academic	1. Duly Verified and Recommended by Dean (SW) [if applicable] 2. Name and Account details of students 3. Copy of Approval	5 working days
12	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/HoD as the case may be.	1. Tax invoice / bill of supply with GSTIN 2. Major/Minor Budget Head 3. Name of Recipient 4. Stock Entry/Purchase Certificate 5. Deduction of liquidated damage (if any) 6. Recommendation of Head/Dean/FI 7. Appropriate	5 working days

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			deduction of taxes, as applicable 8. Fund sanction 9. Order copy 10. In case the disbursement request has any associated query the bill shall be forwarded only after due diligence.	
13.	Processing of Misc. bills for payment and reimbursement/ Misc. Payments 1. Departmental expenses 2. Other Misc. Payments 3. Imprest recoupment 4. SAC Payments user fee related payments etc	Duly Recommended and forwarded by the F.I./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 4. Stock Entry/Purchase Certificate 5. Deduction of liquidated damage, if any 6. Recommendation of Head/Dean/FI 7. Appropriate deduction of taxes, as applicable. 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
14	Maintain of Cashbook 1. Main Accounts 2. Endowment fund A/Cs- GPF/CPF/NPS etc		1. Bank Statement 2. Cheque Register 3. FDR Register	Before 10th of Next Month [up to previous month]
15.	Process payment of 1 EMD Return/ 2. Bid Security/ 3. Performance Security	Duly Recommended and forwarded by the F.I. / Coordinator / HoD as the case may be.	1. Recommendation of Purchase Office 2. Duly Verified payments with our records 3. Date on which payment was received	5 working days
16	Immediate inspection visits from IT/GST or other govt bodies	Forwarding letter / inspection order from the agency	1. Permission/ Cognizance from Director/ Registrar	Within the same working day the documents shall be handed

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				over/shown (if records are ready)
17	Audit Replies 1) SAR 2) Internal Audit	Draft para to be transferred from IA cell	1. Remarks from concerned section may be invited 2. Signed copy of the Draft para must be received from IA cell.	SAR (7 working days) Internal (5 working days)
18	Cashier (Fee collection & related functions) 1) Student loan / 2) other state fee scholarships	As per the fee structure/office order	1. 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)
19	TSA transfer cases: • Advance • Imprest • Foreign payments • Statutory deductions (IT/GST)	PV approved	1. Transfer to be done in the specific cases only 2. TSA guidelines from time to time needs to be complied	Cheque to be made within 5 working days of disbursement from TSA.
20	Disbursement / Cheque under OH 31/35/36 & other heads [Including PFMS –TSA/EAT Module]	Budget & Payment order to be sanctioned prior to PV Approval	1. Approved Payment Voucher	3 working days [As per the availability of fund & PFMS Portal Status]

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1.	Requisitions (Indents) for various Procurement. (Budget allocation)	Requisition/ Indents from different department/ office for concurrence on Budget availability.	1. Budget provision 2. Availability of fund
2.	LTC Advance	Submission of the LTC advance proforma with Office Order	1. Budget Provision 2. Outstanding LTC advances. 3. Limit of the LTC Advance. 4. LTC / Leave sanction approval copy
3.	LTC Settlement	Submission of bills complete in all respects with supporting documents/ tickets/boarding pass etc	1. Compare with the LTC advance/ Office order 2. Checking the claims as per GoI rules. 3. Supporting bills/ cash deposit receipt of excess amount & documents as per requirement.
4.	Leave Encashment on LTC	Submission of the LTC advance proforma with Office Order	1. Budget Provision 2. EL on account 3. Limit of EL Encashment 4. IT TDS deduction. 5. Accumulation with Salary
6.	Children Education Allowance	Submission of certified bills/claim in prescribed format	1. All supporting document related to the claim. 2. Admissibility of the

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			claim as per rule
8.	Medical reimbursement	Submission of certified bills/claim in prescribed format	1. Original Bill 2. Signature and recommendation of amount of MO I/c 3. All supporting document related to the claim. 4. Admissibility of the claim as per rule
9.	Salary (Regular, /Guest Facult./Non-Teaching Contractual Staff)		1. Match with the changes from previous month. 2. IT-TDS details. 3. Checking there recoveries to be made License Fee/Elect/ Water Charges etc.
10.	CPDA reimbursement	Submission of bill from the concerned faculty members complete in all respects with the required supporting documents	Fund Sanction 2. Stock Entry 3. Signature of faculty member 4. Any other requirement as per Institute/ GoI Norms

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11.	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.
12.	GSTR-I	The Tax Invoice to be submitted by different sections	1. Consolidate information of all the Tax Invoices with B to B/ B to C to be compiled. 2. To ensure the GSTR return to be filed by due date i.e. 11th of the preceding month.	By 5 th of next month
13.	GSTR-3B (Monthly)	The amount as per tax invoice to be deposited by the concerned offices	1. Consolidated amount to be deposited to the GST Portal. 2. To ensure the GSTR return to be filed by due date i.e. 20th of the preceding month.	By 14 th of next month
14.	GSTR-7	GST TDS to be deducted from the concerned bills and consolidated amount to be deposited to the GST portal	1. Consolidated amount to be deposited to the GST Portal. 2. To ensure the GSTR return to be filed by due date i.e. 10th of the preceding month	By 7 th of next month
15.	Tax invoice – For Institute	The Rent along with Tax deposited by the concerned tenant	1. Issuance of Tax Invoice 2. SAC/HSN Code verification. 3. Any other requirements as per Institute/GoI Norms	Same day on receipt of the amount deposited by tenant.
16.	Monthly Budget Reconciliation allocated to department as per DFPR	Report to be submitted by concerned department to whom funds has been released.	1. Reconciliation of the figures. 2. Monitoring the expenditure figures with fund allocation.	By 5 th of each month