

**CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH
VISHVIGYAN BHAWAN, 31, MAHATMA GANDHI MARG, LUCKNOW**

No: IITR/GEN/DELEGATION/SOP/2022

Dated : 04.01.2023

OFFICE MEMORANDUM

In order to have efficient and speedy disposal of administrative processes, the Director, CSIR-IITR, Lucknow has been pleased to approve the following Standard Operating Procedure (SOP) /Basic checklist/Time Line in respect of following processes, with immediate effect, which are as under :-

A. Standard Operating Procedure/Basic checklist :-

SI No	Personal Claims/Bills/ Requests*	Basic checklist for processing of Bills
1.	Reimbursement Bills/Claims of staff	<ul style="list-style-type: none"> • In case of payments from any projects, availability of fund may be ensured from F&A Section before processing of claims/Bills. • Sanction of Competent Authority must be enclosed. • Claim/Bill amount should not be more than sanctioned amount. • Budget Head must be clearly mentioned in all the claims/Bills. (in case of any doubt F&A Section may be consulted) • Attached Bills/Invoices/documents must be signed & certified as per requirement. • All vendors payments must have their Bank Account Details, PAN, GST No. etc.
2.	Stipend of Projects Staff/Fellows	<ul style="list-style-type: none"> • In case of payments from any projects, availability of fund may be ensured from F&A Section before processing of claims/Bills. • Attendance Certificate of Competent Authority (PI etc.) must be enclosed. • OM related to engagement/ continuation/extension/ termination etc. of stipend/fellowship must be enclosed. NO Dues Certificate, in case of final Payment. • Certificate/ receipt of HRA claim, if any, must be enclosed. • Bank Account Details.
3.	TA Advance/ TA Bill Processing/ TA Bill Adjustment /LTC Advance / LTC Adjustment Retirement/ Transfer TA	<ul style="list-style-type: none"> • In case of payments from any projects, availability of fund may be ensured from F&A Section before processing of claims/Bills. • Sanction of Competent Authority must be enclosed. • Claim/Bill amount should not be more than sanctioned amount. • Budget Head must be clearly mentioned in all claims/Bills. (in case of any doubt F&A Section may be consulted) • Attached vouchers/documents must be certified as per requirement. • Except in case of permanent staff all payments Bills/ Claims must have their Bank Account details.
4.	Medical Reimbursement	<ul style="list-style-type: none"> • Claims should be preferred within the stipulated time line, at present it is six month from the date of last consultation for a disease/treatment. • All the photocopies of prescription letter & invoices bills must also be self certified. If Hospital/Chemist has given any discount then it must be reflected in Bills/invoices. • Copy of medical card. • Except in case of emergency, referral from the CSIR Dispensary is mandatory for treatment at CGHS empanelled/recognized Hospitals etc.(i.e. Vivekananda Polyclinic & Institute of Medical Sciences, Lucknow etc.) • In case of emergency treatment, emergency certificate is mandatory. • GST Bills/Invoices may be attached if Hospital/Chemist etc. is covered under GST.

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5.	(a) Electricity Bills/ Office Telephone Bills/other Government Taxes/dues etc. (b) All Contractor/Vendors Bills	<ul style="list-style-type: none"> • In case of payments from any projects, availability of fund may be ensured from F&A Section before processing of claims/Bills. • Sanction of Competent Authority must be enclosed. • Claim/Bill amount should not be more than sanctioned amount. • Budget Head must be clearly mentioned in all claims/Bills. (in case of any doubt Accounts Section may be consulted) • Attached vouchers/documents must be certified as per requirement. • All vendors' payments must have their Bank Account Details, PAN, GST No. etc.
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B. Time Line for Processing of Bills/Disposal at General/Bill Section :-

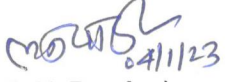
SI No	Personal Claims/Bills/Requests*	Maximum Time Line (Working days) from the date of receipt at Section Diary
1.	Electricity Bills/ Office Telephone Bills/other Government Taxes/dues etc.	3 days
2.	Stipend of Projects Staff/Fellows	5 days
3.	TA Advance	2 days
4.	TA Bill Processing/ TA Bill Adjustment	7 days
5.	LTC Advance	2 days
6.	LTC Bill/Adjustment	10 days
7.	Tuition Fees Reimbursement	5 days
8.	GPF Advance/Withdrawal	2 days
9.	Retirement/Transfer T.A	10 days
10.	Telephone Reimbursement	5 days
11.	News Paper Reimbursement	2 days
12.	Medical Reimbursement	10 days
13.	Other Medical Bills (Diagnostic Center/Hospital etc)	15 days
14.	Forwarding of Requests for Accommodation at NBRI/CDRI	5 days
15.	RTI	7 days
16.	All Contractor/Vendors Bills	5 days
17.	Other Reimbursement Bills/Claims	10 days
18.	All Pay & Arrears related payments	10 days

C. General guidelines/Instructions :-

- In case of any rule/guidelines/agreement provides stipulated terms & conditions for payments, then the said will have overriding effect on above SOP & timeline.
- All the Staff members are requested that they must ensure that all the Bills & Invoices have been certified by them as per requirement & approval of Competent Authority is enclosed along with clearly mentioning the Budget Head.
- Processing of payments related to scientific & research related bills/claims will be given preference over other types of payments.

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- Fund availability may be ensured from Accounts Section before forwarding of Bills to the Bill Section. In case, it is informed by the F&A Section that the Funds are not available under project budget heads for the payments, then the time line as given above will not be applicable for such bills/claims and this will be a deemed reason/justification for not processing of bills/claims within the time line.
- The above time line will not be applicable, in case of incomplete bills/claims.


(L.N. Pandey)
Section Officer

Copy to : -

1. All concerned Scientists/officers.
2. PPS to Director
3. All staff via e-mail
4. IT Cell to upload on Intranet

***Hindi Version will follow ***