

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY: HYDERABAD - 75

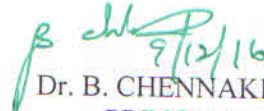
No. CBIT/ **38** /Admn/2016

Date : 09.12.2016

CIRCULAR

Sub :- CBIT - Time frame for approvals - Reg.

To facilitate smooth working and to avoid urgency, the time frame for different types of approvals was discussed at the Heads of the Departments meeting held on 03.12.2016. The same is attached herewith for information and implementation. All requests for approvals shall be made well in advance keeping in view the time fame.


Dr. B. CHENNAKESAVA RAO
PRINCIPAL, CBIT

To
All the Heads of the Departments / Sections with a
request to circulate the same among the members of
the staff working under their control.

Time frame for approvals:

S.No.	Type of approval	: Required period
1.	For advance payments:	: 5 working days
2.	For Administrative approvals	: 4 working days
3.	<u>For approval of purchases supported by comparative statement:</u>	
	For consumables	: 7 working days
	For capital equipment Less than Rs.1.00 lakh value	: 10 working days
	For more than Rs.1.00 lakh value (to be approved by D & P Committee)	: 30 / 45 days
4.	Permission for conducting workshop / conference / Seminar / FDPs etc,	: 5 working days
5.	For payment of fee to O.U / AICTE / Other statutory authorities.	: 4 working days
6.	Approvals to faculty for attending to orientation course / FDP / conference / workshops / seminars etc.,	: 4 working days. (Relieving letter will be kept ready on the previous working day before the course commencement date. If travel time to place of conference requires relief on earlier date specific request shall be made in the application).
7.	<u>Staff matters</u>	
	Request for service certificate	: 3 working days
	No Objection Certificate	: 3 working days
	Salary certificate	: 3 working days
	Letter to Andhra Bank in connection with loan	: 3 working days
	Any other matter	: 7 working days
8	<u>General</u>	
	All papers to Administrative Office shall be submitted in the dispatch section in the normal course and acknowledgement shall be taken. Papers shall not be directly submitted to the Principal / A.O. unless in case of urgency.	

(Note : The requests / applications in the above matters shall be submitted in advance keeping the above time frame in view.)


9/12/14