



राष्ट्रीय पवन ऊर्जा संस्थान

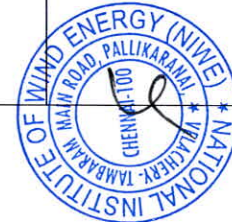
NATIONAL INSTITUTE OF WIND ENERGY

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार Ministry of New and Renewable Energy, Government of India)

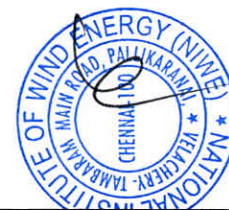
वेल्लचेरी-ताम्बरम मुख्य मार्ग, चेन्नई-600 100, तमिलनाडु, भारत Velachery -Tambaram Main Road, Chennai-600100, TamilNadu.

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS TIME FRAME FOR DISPOSAL OF WORK IN NIWE [Papers / Claims/ Files Etc.]

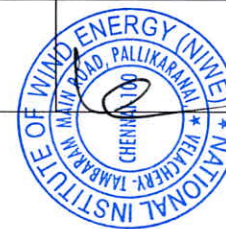
Sl. No.	Classification of Head	Time frame for the Divisions to send the papers to F&A at least before	MAXIMUM TIME TAKEN FOR PROCESSING THE CLAIM (working Days)				
			ADMINISTRATION	STORES & PURCHASE (under ISO)			FINANCE & ACCOUNTS (On receipt of paper from Purchase/ Administration)
				Single Tender / Local Purchase	Limited Tender	Open/Global Tender	
1.	Salary to employees	By 20 th of the month	On due date as per Government instructions	--	--	--	On due date as per Government instructions
2.	(a) Travelling Allowance / Advance	3 days. In case of emergency or urgent tour the travel request to be routed through DG and in case the travel is more than 2 days than the advance will be transferred to the respective bank account during the travel days.	3 Days	--	--	--	1 Day
	(b) Foreign Travel Allowance / Advance	3 days	3 Days				2 Days
3.	Travelling Allowance Settlement	10 days from the date of completion of journey	5 Days	--	--	--	3 Days



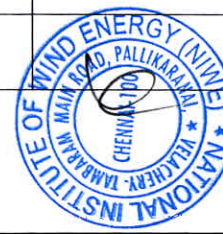
4.	Leave Travel Concession Advance	3 days	3 Days	--	--	--	2 Days
5.	Leave Travel Concession Settlement	10 days from the date of completion of journey	10 Days	--	--	--	3 Days
6.	Children Education Allowance Reimbursement	CEA claim to be submitted with 15 days of the close of financial year	Bills received upto 20 th of every month will be processed for payment before 5 th of the following month	--	--	--	5 Days
7.	Medical Reimbursement	Within one month from the date of completion of treatment		--	--	--	
8.	Telephone bill Reimbursement	Bills to be certified within 3 days from the date of receipt of bill		--	--	--	
9.	Newspaper Reimbursement	Before 15 of every month		--	--	--	
10.	Local Conveyance Claims	2 days	5 Days	--	--	--	2 Days
11.	Settlement of Air tickets	3 days from the date of receipt of bill from Balmer & Lawrie with due certification failing which respective shall settle the bills by drawing advance.	Bills received upto 10 th will be processed for payment before 25 th and bills received from 10 th to 25 th will be processed for payment before the end of that month	--	--	--	5 Days
12.	Settlement of Taxi Hiring Charges	3 days		--	--	--	
13.	Payment of Committee Member expenditures such as TA, Honorarium, etc.	3 days	2 Days	--	--	--	1 Day



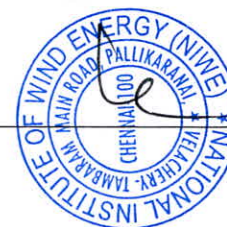
14.	Advances for Governing Council Meeting, R&D Council Meeting, Technical Committee Meeting	3 days	--				2 Days
15.	Bills on account of Telephone Bill	3 days from the date of receipt of bill	3 Days	--	--	--	2 Days
16.	Bills on account of Electricity	2 days for certification by ESD	3 Days	--	--	--	2 Days
17.	Bills on account of Water charges	3 days for certification by ESD	3 Days	--	--	--	2 Days
18.	Bills on account of Sewage clearance	5 days for certification by ESD	3 Days	--	--	--	2 Days
19.	Canteen Bills	3 days	--	--	--	--	3 Days
20.	All other miscellaneous bills & reimbursement claims	3 days	10 Days	--	--	--	3 Days
21.	Courier charges	3 days	3 Days	--	--	--	3 Days
22.	Postage (Stamps) charges	3 days	--	--	--	--	3 Days
23.	Payment of fee for Training/Seminar, etc.						
	(a)National level	5 days before the event	3 Days	--	--	--	3 Days
	(b)International Level	10 days before the event	10 Days	--	--	--	3 Days
24.	Membership fees	5 days	5 Days	--	--	--	3 Days
25.	Query regarding receipt of project payments	2 days	--	--	--	--	3 Days



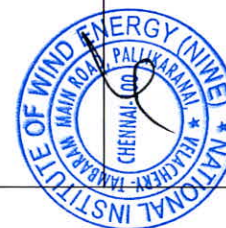
26.	Payment to Contractor bills for services like Civil, Electrical, Maintenance, etc.	3 days	7 Days	--	--	--	3 Days
27.	Drafting, vetting of agreements excluding scrutiny by Legal Counsel	5 days	7 Days	--	--	--	--
28.	Issue of Form 16 / 16A		As per IT Act, 1961	--	--	--	As per IT Act, 1961
29.	Filing of returns		As per the rules	--	--	--	As per the rules
30.	Income tax scrutiny cases		As per IT Act	--	--	--	As per IT Act
31.	Goods & Service Tax (GST)		As per Goods & Service Tax (GST) Act				
32.	Issue of Appointment letters		15 Days	--	--	--	--
33.	Post-appointment formalities		15 Days	--	--	--	--
34.	Replies to Parliament questions		5 Days				
35.	Finalization of Accounts		On or before 15 th September				
36.	Replies to Audit paras		--	--	--	--	20 Days from the receipt of report
37.	Project Proposals of all Divisions – provided received contains all the required information for examinations	5 days	5 working Days + time for legal opinion	--	--	--	--
38.	Conducting of DPCs (as per RRs)		As per RRs	--	--	--	--
39.	Salary for Project Assistants	Next working day of the completed month	2 Days	--	--	--	2 Days



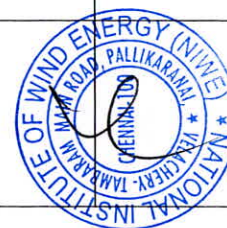
40.	Raising Invoice for Projects	5 days	5 Days	--	--	--	--
41.	Remittance of salary recoveries	As per Statutory requirement					
42.	Scrutiny, indent diarising, file opening recording details of earlier purchases etc. - administrative clearances	3 days	--	3 Days	5 Days	7 Days (From the date of STC approval)	--
43.	Recommendation of mode of procurement, approval of SPC		--	1 Day (Local) & 2 Days (Single)	4 Days	7 Days	--
44.	Issue of press notification - issue of enquiry by fax to foreign suppliers / Indian agents / CPP Portal / GeM		--	2 Days	4 Days	7 Days	--
45.	Uploading NIWE website / letters to Indian offices of foreign embassy etc.,	--	--	--	1 Day	2 Days	--
46.	Due date for receipt of tenders - time required to receive tenders	--	--	7 Days	15 Days	21 Days / 28 Days	--
47.	Opening of tenders and signing of all the pages of tenders by the tender opening committee members	--	--	1 Day	2 Day	2 Days	--



48.	Forwarding Technical Bids to User division	5 days	--	--	2 Days	1 Day (forwarding Technical Bids to user Division)	--
49.	Preparation of technical comparative statements and Scrutiny of tenders/ technical bids	5 days	--	--	3 Days	7 Days	--
50.	Technical committee meeting / minutes / and selection	3-5 days	--		1 Month	1 Month	--
51.	Opening of commercial bids of two bid system	--	--	--	--	2 Days	--
52.	Preparation of sanction proposal & SPC clearance	--	--	2 Days	4 Days	10 Days	--
53.	Negotiations, confirmations if any	--	--	3 Days	3 Days	7 Days	--
54.	Clearance of revised proposal	--	--	2 Days	3 Days	7 Days	--
55.	Placement of order & despatch	--	--	2 Days	2 Days	2 Days	--
56.	Material/ order acknowledgement	--	--	7 Days	7 Days	7 Days	--
57.	Payment through SWIFT/TT for foreign suppliers and preparation of import documents / exemption certificates etc	--	--	7 Days	7 Days	10 Days	--



58.	Adjustment of advances with stock certified bills & refunds if any	5 days	--	2 Days (Local)	4 Days	7 Days	2 Days
59.	Payment to suppliers through bank on receipt of stock certified invoices	--	--	2 Days (Local)	5 Days	7 Days	5 Days
60.	Payment of air freight, etc. in case of imports	--	--	3 Days	3 Days	3 Days	2 Days
61.	Payment of customs duty more than Rs.10,000/- in case of imports	--	--	3 Days	5 Days	7 Days	2 Days
62.	Payment to bank towards short fall if any in case of imports	--	--	3 Days	5 Days	7 Days	--
63.	Stock entry by stores section / complete adjustment of all payments, asset cards, closing of advance	3 days	--	2 Days	5 Days	5 Days	--
64.	Advances for Imprest	2 days	--	--	--	--	5 Days
65.	Advances for Local / Emergent Purchase and Committee Purchases upto Rs.2.5 lakh	2 days		3 Days	--	--	3 Days
66.	Recoupment of expenditure on petty purchases handled by Unit Heads against stock certified bills	2 days	--	3 Days (Local)			2 Days



67.	Stock entry by stores section	--	--	2 Days (Local) & 2 Days (Single)	3 Days	5 Days	
68.	Matters not specified herein		Time limit will depend on case to case basis				
Note:	(a)	The time limit for processing will apply only if all documents are in order. In case of any shortcomings, the documents shall be returned back for rectification and the processing time limit will start from the date of receipt of the concerned document.					
	(b)	<u>Due Date:</u> The Payments to be made on or before the due dates. Accordingly, the concerned division may forward the documents /bills, etc., to the F&A despite the time limits as mentioned above.					

