

# नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय  
(स्कूल शिक्षा और साक्षरता विभाग)

भारत सरकार

बी-15, इंस्टीटयूशनल एरिया, सेक्टर-62, गान्धी बुद्ध नगर, नोएडा (उ.प्र.)-201309  
दूर. 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



**Navodaya Vidyalaya Samiti**  
Ministry of Human Resource Development  
(Deptt. of School Education & Literacy)

Government of India

B-15, Institutional Area, Sector-62, G. B. Nagar, NOIDA (U.P.)- 201309

Tel. 0120-2405969, 70, 71, 72, 73, Fax : 0120-2405182

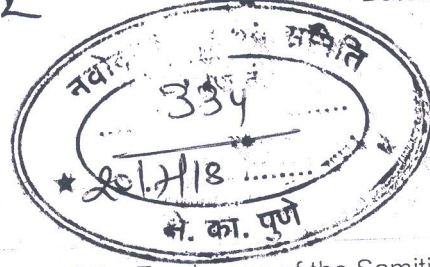
वेबसाइट/Website : www.nvshq.org, ई-मेल/Email : nvshqe3@gmail.com

Dated 13.07.2018

V-31/2007-NVS (Pers.)/DC/ 3407-4012

Adm To  
30/7/18

उपायुक्त  
नवोदय विद्यालय समिति  
सभी क्षेत्रीय कार्यालय



Sub: Time limit for disposal of Personal Claims of the Employees of the Samiti.

Sir,

This office vide Office Memorandum dated 07.08.2012 circulated time limit of disposal of personal claims of the employees of the Samiti in order to ensure timely action on the part of dealing hands and timely disposal of personal claims of the staff. Despite this fact, it has been brought to the notice of this office time and again by the different staff of regional offices / Jawahar Navodaya Vidyalayas that various personal claims submitted by them in the regional offices / Jawahar Navodaya Vidyalayas are inordinately delayed showing flimsy reasons. A delayed decision in personal claims is highly unjustified. Therefore, it is once again reiterated that the personal claims of the employees of NVS is to be processed and finalized as per fresh time schedule enclosed with this letter.

Deputy Commissioners of all the regional offices and Principals of all the Jawahar Navodaya Vidyalayas need to adhere to the time limit and ensure that in future there shall be no pendency with their offices in such matters. Deviation in compliance of this instruction will be viewed seriously and appropriate action deems fit will be taken against the employee at fault.

भवदीय  
13/7/18  
(श्री होन्नारेड्डी एन.)

संयुक्त आयुक्त (प्रशासन एवं कार्मिक)

Copy to:

1. AC(Audit), NVS HQ, Noida }
2. DDO, NVS HQ, Noida } ----- for strict compliance.
3. Principals of all JNVs }

ADP  
20/7  
SOCA  
urgent  
20/7  
A.W.

**Annexure A**

Sl. No.	Type of cases	Maximum working days for disposal (from the date of receipt in the section of J.N.V./ R.O./ H.Q.)
1.	Sanction of any kind of Leave	07 Days
2.	Pay Fixation	15 Days
3.	Release of Increment	By 10 <sup>th</sup> July/10 <sup>th</sup> Jan
4.	Grant of Special/Personal Pay & Allowances	15 Days
5.	TA/LTC Advance Sanction	07 Days
6.	Verification & settlement of TA/LTC Claims and issue of final sanction	15 Days
7.	Tuition fee Reimbursement Claim	15 Days
8.	Medical Reimbursement Claim	15 Days
9.	Preparation of Bills of CPF, Part Withdrawal & Advance	15 Days
10.	CPF final Payment /transfer of Accounts	30 Days
11.	Preparation and checking of TA/DA/LTC bills and their settlement	15 Days
12.	Issue of CPF Account Statement	By 30 <sup>th</sup> June each year
13.	Interest bearing Advances such as Computer, HBA	15 Days
14.	Issue of LPC & form 16 on receipt of NOC	03 Days
15.	Grant of NOC for passport/foreign visit	15 Days
16.	Forwarding application for exams/higher posts/deputation	07 Days
17.	Intimation received under Conduct Rules	15 Days
18.	Request for resignation	30 Days
19.	Gratuity Payment	15 Days
20.	Leave encashment	On the day of retirement. Processing – 1 Month before
21.	Issue of Salary Slips to the employees	On the day of actual disbursement of Salary
22.	Compassionate appointments (forwarding of recommendations to Hqrs.)	30 Days from the date of receipt of application from dependant of deceased employee.
23.	Updation of Service book and obtaining signature of employee in service book.	2 <sup>nd</sup> week of January every year.
24.	Issue of Form 16 to the employees.	By 30 <sup>th</sup> April every year
25.	Forwarding of GSLIS Claim to NVS HQ.	15 Days
26.	Forwarding of PRAN application to Regional office/ NSDL.	07 Days

Wherever HQ is involved in processing, additional time of 15 Days is allowed.  
However RO has to forward the documents within the stipulated period.

*Circulate to all JN and R/O staff.*

*S. S. S. S.*