

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Establishment of Govt. College Teachers									
(a) Appointment		30	Senior Administrative Officer (Sr. A.O.)	do.	30	do.	do.	60	
(b) Regularisation		40	do.	do.	40	do.	do.	60	
(c) Declaration of Probation		30	do.	do.	30	do.	do.	60	
(d) Transfer & Postings		30	do.	do.	30	do.	do.	60	
(e) Deputation (Foreign Service)		30	do.	do.	30	do.	do.	60	
(f) NOC for Passport		30	do.	do.	30	do.	do.	60	
Establishment-Non Teaching Staff									
(a) Appointment		30 days	Senior Administrative Assistant (Sr. A.A.)	do.	30	do.	do.	60 days	
(b) Regularisation		30	do.	do.	30	do.	do.	60	
(c) Declaration of Probation		30	do.	do.	30	do.	do.	60	
(d) Promotion		30	do.	do.	30	do.	do.	60	
(e) Transfer & Postings		30	do.	do.	30	do.	do.	60	
(f) Deputation		30	do.	do.	30	do.	do.	60	
(g) NOC for Passport		30	do.	do.	30	do.	do.	60	
Private Aided College Teachers Establishment									
(a) Deputation		30	AO (UGC)	do.	30	do.	do.	60	
(b) Medical Reimbursement		30	do.	do.	30	do.	do.	60	
(c) U.G.C. Scheme Placement		30	do.	do.	30	do.	do.	60	after Screening Committee
(d) Advance Increment		30	do.	do.	30	do.	do.	60	
Private College, Non Teaching Staff									
a) Approval of Appointment/Promotion		30	Accounts Officer (General)	do.	30	do.	do.	60 days	
b) Dispute on seniority		45	do.	do.	30	do.	do.	60	
c) Medical Reimbursement		60	do.	do.	30	do.	do.	60	

EDUCATION DEPARTMENT

(2)	(3)	(4)	(5)	(6)	(7)	(8)
Salary authorisation	30	Accounts Officer (General)	Additional Director of Collegiate Education	30	Director of Collegiate Education	60
g) House Building Advance	30	do	do	30	do	60
d) Marriage Loan	30	do	do	30	do	60
e) Govt. College Teaching Staff NLC	30	Sr. Administrative Assistant (Sr. AA)	do	30	do	60
f) Last Pay Bills	30	do	do	30	do	60
g) Pension-Sanction	30	Accounts Officer (Pension)	do	30	do	60
h) Issue of NLC Provident Fund	30	do	do	30	do	60
i) Closure of PF Account	30	Accounts Officer (PF)	do	30	do	60
j) Issue of Credit Card	90	do	do	30	do	60
k) Admission to PF	30	do	do	30	do	60
l) NRA Sanction	30	do	do	30	do	60
m) Changing name in records	30	Sr. A.O	do	30	do	60
At Deputy Directorate Level						
n) Sanctioning of Higher Grade to Teaching/Non Teaching Staff of aided colleges	30 days	Accounts Officer I	Deputy Director of Collegiate Education (Dy. DCE)	30	Additional Director of Collegiate Education	60 days
o) Appointment/Promotion of Teachers of aided colleges	30 days	do	do	30	do	60
p) Sanctioning of Teaching staff of aided Colleges	60 days	Accounts Officer-II	do	30	do	60
q) Sanctioning of proposals (Revision) if proposals are later	30	do	do	30	do	60 days
r) Closure of Accounts	60	do	do	30	do	60

If with all relevant documents

With all relevant documents

After Gazette Notification

On receipt of proposals with all required documents

On receipt of proposals with all the documents

On verification

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
to the Principals of Government colleges forwarding	30	Account Officer I	do	30	do	60	Additional Director of Collegiate Education	do	60	after conducting audit of accounts of various institutions and on receipt of replies
Medical re-imbursement up to Rs. 5,000	30	Accounts Officer II	do	30	do	60	do	do	60	
P.F. Temporary Advance	30	do	do	30	do	60	do	do	60	
State Life Insurance Closure forwarding of	15	do	do	30	do	60	do	do	60	
FBS Closure Forwarding	15	do	do	30	do	60	do	do	60	
Group Insurance Closure forwarding of	15	do	do	30	do	60	do	do	60	

College Level

List of Services	Time Limit			Designated Officer	Appellate I	Time Limit	Appellate II	Time Limit	Remarks
	Students	Public	Staff						
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
(a) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (HQ)	30 days	ADCE	60 days	*working days
(b) Scholarship-Application collection, approval and forwarding in Govt. Arts & Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	*working days
(c) Scholarship-Application collection, approval and forwarding in Music Colleges and Training Colleges	7 days*	SS	Principal		do.	60 days	*working days
(a) SC/ST/OEC Students' stipend/Lump-sum Grant application processing approval and forwarding in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)		do.	60 days	

	(2)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
OECC Students stipend/Lump-sum Grant application processing approval and forwarding-in Private Aided Arts and Science Colleges	30 days		Principal	DD (HQ)	30 days	do.	60 days	
(c) SC/ST/OECC Students stipend/Lump-sum Grant application processing approval and forwarding-in Music and Training Colleges	30 days		SS	Principal	30 days	do.	60 days	
(a) TC/CC/CD to Students-in Govt Arts and Science Colleges	30 days		Principal	DD (HQ)	30 days	do.	60 days	
(b) TC/CC/CD to Students-in Govt Arts and Science Colleges	30 days		Principal	DD (Zonal)	30 days	do.	60 days	
(c) TC/CC/CD to Students-in Music and Training Colleges	30 days*		SS	Principal	30 days	do.	60 days	*working days
(a) Temporary PF advance in Govt. Arts and Science Colleges	7 days*		Principal	DD (HQ)	30 days	do.	60 days	do.
(b) Temporary PF advance application forwarding in Private Aided Arts & Science Colleges	7 days*		Principal	DD (Zonal)	30 days	do.	60 days	do.
(c) Temporary GPF advance in Music & Training Colleges	7 days*		SS	Principal	30 days	do.	60 days	do.
(d) Temporary GPF advance-in Hostel	7 days*		Warden	DD (HQ)	30 days	do.	60 days	do.
(a) NRA Application forwarding-in Govt. Arts and Science Colleges	7 days*		Principal	DD (HQ)	30 days	do.	60 days	do.
(b) NRA Application forwarding in Private Aided Arts and Science Colleges	7 days*		Principal	DD (Zonal)	30 days	do.	60 days	do.
(c) NRA Application forwarding-in Music & Training Colleges	7 days*		SS	Principal	30 days	do.	60 days	do.
(d) NRA Application forwarding-in Hostel	7 days*		Warden	DD (HQ)	30 days	do.	60 days	do.

	Time Bound Higher Grade to non-teaching staff-in Govt. Arts and Science Colleges	7 days	Principal	DD (HQ)	7 days	do.	7 days	
	(b) Time Bound Higher Grade to non-teaching staff-in Private Aided Arts and Science Colleges	30 days*	Principal	DD (Zonal)	30 days	do.	60 days	* Private Aided
	(c) Time Bound Higher Grade to non-teaching staff-in Music & Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
	(d) Time Bound Higher Grade non-teaching Staff in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
7	(a) FIP application forwarding in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
	(b) FIP application forwarding in Private Aided Arts and Science Colleges	7 days*	Principal	DD (Zonal)	30 days	do.	60 days	* working days
	(c) FIP application forwarding in Music and Training Colleges	7 days	SS	Principal	30 days	do.	60 days	Private Aided A & S Colleges
8	(a) Pension Proposal forwarding in Govt. Arts and Science Colleges	45 days	Principal	DD (HQ)	30 days	do.	60 days	
	(b) Pension Proposal forwarding-in Private Aided Arts and Science Colleges	45 days	Principal	DD (Zonal)	30 days	do.	60 days	
	(c) Pension Proposal forwarding-in Music and Training Colleges	45 days	SS	Principal	30 days	do.	60 days	
	(d) Pension Proposal forwarding-in Hostel	45 days	Warden	DD (HQ)	30 days	do.	60 days	
9	(a) Medical reimbursement up to ₹ 5,000 subject to fund availability-Sanctioning in Govt. Arts and Science Colleges	30 days	Principal	DD (HQ)	30 days	do.	60 days	

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Medical reimbursement above ₹ 5,000 Scrutiny and forwarding in Govt. Arts and Science Colleges	15 days	Principal	DD (HQ)	30 days	do.	60 days	
(c) Medical reimbursement above ₹ 5,000 Scrutiny and forwarding Private Aided Arts & Science Colleges	15 days	Principal	DD Zonal	30 days	do.	60 days	
(d) Medical reimbursement up to ₹ 5,000 subject to fund availability-sanctioning-in Music and Training Colleges	30 days	SS	Principal	30 days	do.	60 days	
(e) Medical reimbursement above ₹ 5,000 Scrutiny and forwarding-in Music and Training Colleges	15 days	SS	Principal	30 days	do.	60 days	
(f) Medical reimbursement up to ₹ 5,000 subject to fund availability-sanctioning-in Hostel	30 days	Warden	DD (HQ)	30 days	do.	60 days	
(g) Medical reimbursement above ₹ 5,000 Scrutiny and forwarding-in Hostel	15 days	Warden	DD (HQ)	30 days	do.	60 days	
(a) LPC Issuing-in Govt. Arts and Science Colleges	10 days	Principal	DD (HQ)	30 days	do.	60 days	
(b) LPC forwarding-in Private Aided Arts and Science Colleges	10 days	Principal	DD Zonal	30 days	do.	60 days	
(c) LPC Issuing-in Music and Training Colleges	10 days	SS	Principal	30 days	do.	60 days	
(d) LPC Issuing-in Hostel	10 days	Warden	DD (HQ)	30 days	do.	60 days	
(a) NLC/LC of retiring Teachers-in Govt. Arts and Science Colleges	7 days*	Principal	DD (HQ)	30 days	do.	60 days	* working days
(b) NLC/LC of retiring Principals-in Govt. Arts and Science Colleges	60 days	Principal	DD (HQ)	30 days	do.	60 days	

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(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(c) NLC/LC of retiring Teachers in-Private Aided Arts & Science Colleges	7 days*		Principal	DD Zonal	30 days	do.	60 days	* working days
(d) NLC/LC of retiring Principals in-Private Aided Arts & Science Colleges	60 days		Principal	DD Zonal	30 days	do.	60 days	
(e) NLC/LC of retiring Teachers in-Music & Training Colleges	7 days		SS	Principal	30 days	do.	60 days	
(f) NLC/LC of retiring Principals in Music & Training Colleges	60 days		SS	Principal	30 days	do.	60 days	
(a) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Govt. Arts and Science Colleges	7 days*		Principal	DD (HQ)	30 days	do.	60 days	* working days
(b) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession-Private Aided Arts and Science Colleges	7 days*		Principal	DD Zonal	30 days	do.	60 days	* working days
(c) Applied for admission but not admitted due to non availability of Seates-certificate to SC/ST/OEC students for availing educational concession Music and Training Colleges	7 days*		SS	Principal	30 days	do.	60 days	* working days
(a) GPF closure-forwarding-in Govt. Arts and Science Colleges	7 days*		Principal	DD (HQ)	30 days	do.	60 days	* working days
(b) PF closure-forwarding-in Private Aided Arts & Science Colleges	7 days*		Principal	DD Zonal	30 days	do.	60 days	
(c) GPF closure-forwarding-in Music & Training Colleges	7 days*		SS	Principal	30 days	do.	60 days	* working days
(d) GPF closure-forwarding-in Hostel	7 days*		Warden	DD (HQ)	30 days	do.	60 days	* working days

- AD (HQ) -- Additional Deputy Director
- ADC -- Additional Director of Collegiate Education.
- DD (Zone) -- Zonal Deputy Director.
- SS -- Senior Superintendent
- SC ST/OEC -- Scheduled Caste/Scheduled Tribe/Other Eligible Communities
- TC/C/D -- Transfer Certificate/Conduct Certificate/Caution Deposit
- PF -- Provident Fund
- GPF -- General Provident Fund
- NRA -- Non-Refundable Advance
- Mgt -- Management
- LWA -- Leave Without Allowance
- FIP -- Faculty Improvement Programme.
- LPC -- Last Pay Certificate.
- NLC/LC -- Non-Liability Certificate/Liability Certificate.

orate of Collegiate
ion, Vikas Bhavan,
manthapuram.

(Sd.)
Additional Director.