

Turn Around Time					
Sl No.	Details of the Services	Requirement for the stake holders	Cheek List	**Maximum processing time for the office	Contact details of the concerned official
1	Children Education Allowance	Receipt of eligible CEA amount	Duly filled in application form with supporting documents	Usually processed along with monthly salary if application was submitted on the first half of the month, or along with salary of next month if application was submitted on second half.	Administration Section 0491 209 2016
2	Leave Travel Concession-Leave approval, LTC approval, advance EL encashment etc.	Sanction Order, Advance amount, EL encashment if required.	Duly filed in application form with supporting documents, Travel plan, estimate of expenses, copy of tickets etc.	Preferably with 5 working days but not later than 7 working days	
3	Processing of LTC Claims post travel	Scrutiny of the claims and approval for reimbursement.	Request letter, copy of tickets boarding pass, details of journey and any other supporting documents on case to case basis	Preferably within 7 working days but not later than 10 working days	

**** Note;** In case of an unavoidable situation or where insufficient details are provided and application is incomplete, the application will be intimated within given timelines for providing required information.

