

Manual 4
Details of norms and standards set out.
[Section 4 (1) (b) (iv)]
Time schedule for clearance of bills in Pay & Accounts Offices

Sr. No.	Category of claim	Maximum period during which the claim should be processed	Time limit for disposal of bills at all levels in PAOs		
			Dealing Asstt.	AAOs	PAOs
a	Salary Bills	09 working days	4	3	2
b	Arrear Bills such as arising due to retrospective pay fixation on promotion, non- drawl of increment.	10 working days	5	3	2
c	Payment of DA/ OTA/ Bonus/ Honorarium bills.	08 working days	4	2	2
d	TA claims on Tour/ Transfer, LTC claims, Medical reimbursement, Scholarship/ Stipend claims.	08 working days	4	2	2
e	Advance claims such as TA advance, LTC advance, Medical Advance, House Building Advance, GPF Advance, final withdrawal, etc.	08 working days	4	2	2
f(i)	Contingencies claims	09 working days	4	3	2
(ii)	Urgent contingent claims on account of electricity, water, Telephone etc.	04 working days	2	1	1
g	Refund of revenue	11 working days	6	3	2
h	Payment of deposits	11 working days	6	3	2
i	Grant in aid/loan cases	07 working days	3	2	2
J(i)	Processing of pension cases including provision pension for authorization of DCRG, commutation and issue of PPO	25 working days	15	5	5
(ii)	Payment of Retirement/Death Gratuity claims	07 working days	3	2	2
(iii)	Payment of commutation of Pension	07 working days	3	2	2
(iv)	Payment of monthly provisional pension	07 working days	3	2	2
(v)	Arrears of Pension	07 working days	3	2	2
(vi)	Issue of PPO	15 working days	10	3	2

Sr. No.	Category of claim	Maximum period during which the claim should be processed	Time limit for disposal of bills at all levels in PAOs		
			Dealing Asstt.	AAOs	PAOs
k	Payment of UTEGIS/UTEIS, Leave encashment cases/ claims	07 working days	3	2	2
L (i)	Processing of cases for authorization of GPF final payment.	25 working days,	10	8	7
(ii)	GPF Final Payment	07 working days	3	2	2
(iii)	Processing of transfer of GPF balances	08 working days	4	2	2