



MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, MARKETYARD, GULTEKADI, PUNE 411 037

दूरध्वनी ०२०-६६२६६८००, २४२६२९५१ फॅक्स : ०२०-६६२६६८२९, ६६२६६८३९.

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CHAPTER-IV

NORMS / TIME LIMIT

SR.No.	Activity	Time schedule
ESTABLISHMENT BRANCH		
1.	Grant of H.B.A.	30 days
2.	Grant of Conveyance Adv.	3 Months
3.	Grant of Computer Adv.	30 days
4.	Sanction of leaves/leave encashment	15 days
FINANCE BRANCH		
1.	Payment of Monthly Salary	3 days of following month
	(a) Preparation of vouchers/requisition for DDs/Bank credits.	7th of following month.
	(b) Recovery & payment schedule of salary	10 th of following month
	(c) Income tax/Prof.tax	7 th of following month
2.	(i) Passing & payment of Supplementary Pay Bill	15 days
3..	Payment of HBA/ Conveyance, / Computer/ Tour/ Festival/ Advances.	7 working days from the receipt of Sanction Order from EST Br./RM.
4.	(i) TA bill	7 days

QUALITY & CONTROL BRANCH		
1.	Processing of Inspection Report	15 days.
2.	Time limit for inspections (a) Upto 5001 MT (b) 5001 to 15000 MT (c) 1500 MT & Above	1 days To 2 days 2 days To 3 days 3 days To 4 days
3.	(i) Lodging of quality complaint for FCI stock	3 days from the date of receipt/ unloading.
	(ii) Sending the quality assessment report to Consigner	5 days
	(iii) Completion of joint analysis	25 days
	(iv) Submission of LAS on the basis of joint inspection report	30 days
ENGINEERING BRANCH		
A) FOR PROJECT WORK		
1.	Preparation of estimates (After requirement given by BD Branch with due concurrence from C & MD.	Upto 30 days
2.	Sanction to the estimate from EC / Board	30 to 45 days
3.	Invitation & Submission of Tenders by giving publicity as per PWD norms.	Upto 30 days
4.	Approval to the tenders from EC / Board.	30 to 45 days
5.	Letter of acceptance	7 days
6.	Agreement	10 days
7.	Issue of work order	5 days
8.	Refund of E.M.D.	7 days
9.	R.A. Bill a) Preparation of R.A. bills	Per month
10.	Preparation & passing of final bill a) Preparation of final bill and submission to Head office by Sub Dv. b) Processing of final bill by Engg. Br. c) Processing of final bill by Finance Br. for payment	Upto 30 days. Upto 30 days. Upto 30 days.
B) FOR M&R / SPECIAL REPAIR WORK		
1.	Preparation of estimates (After requirement given by Regional Heads	Upto 30 days
2.	Sanction to the estimate from competent Authority	Upto 15 days

3.	Invitation of Tenders by giving publicity as per PWD norms.	3 Weeks
4.	Approval to the tenders from competent Authority .	15 days
5.	Letter of acceptance	7 days
6.	Agreement	10 days
7.	Issue of work order	5 days
8.	Refund of E.M.D.	7 days
9.	R.A. Bill a) Preparation of R.A. bills	Per month
10.	Preparation & passing of final bill d) Preparation of final bill and submission to Head office by Sub Dv. e) Processing of final bill by Engg. Br. f) Processing of final bill by Finance Br. for payment	Upto 30 days. Upto 30 days. Upto 30 days.