Turn Around Time					
Sl No	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1	Enquiry for inviting quotations	Indent, Budget Approval & Admn. Approval from CA, CFET Approval in case of purchase of Computer related items	Indent, Budget Approval, FC , Technical Specifications, AA and GeM ARPTS	7 Working Days	Assistant Registrar
2	Publishing of tender	Tender document and BOQ	Tender document and BOQ	2 days from the date of TD and BOQ approval.	Assistant Registrar
3	Release of PO upon Technical Evaluation (Below 2.5 Lakhs)	NA	LPC/CSPC/Approval, DPO approval by Intender	07 Working days subject to timely clearance of LPC/CSPC/CA	Assistant Registrar
4	Release of PO upon Technical Evaluation (Above 2.5 Lakhs)	NA	SPC Approval,Audit Approval, DPO approval by Intender	10 Working days subject to timely clearance of SPC, Audit and CA.	Assistant Registrar
5	Refund of EMD	EMD return request if unsuccessful, BG if successful	Receipt of BG if successful	3 Working Days	Assistant Registrar
6	Return of Bank Guarantee	BG Return Request Letter	BG Return Request Letter	3 Working Days	Assistant Registrar
7	Issuance of Custom Duty Exemption Certificate	Invoice and Shipping Documents	Invoice and Shipping Documents	4 Working Days	Assistant Registrar
8	Generation of SRB	Invoice and PO	Invoice	3 Working Days	Assistant Registrar
9	Issuance of Custom Clearance Document	Invoice and Shipping Documents	Invoice and Shipping Documents	24 hours before landing of shipment	Assistant Registrar
10	Issuance of BRO	Invoice and Shipping Documents	Invoice and Shipping Documents	24 hours before landing of shipment	Assistant Registrar
11	Establishment of LC	Invoice and LC Draft	Invoice and LC Draft	10 Working Days from the date of receipt of vetted LC.	Assistant Registrar