			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	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	Issuance of bonafide letter, address proof letter	Receipt of the requested certificate	Request letter from the employee mentioning purpose of the document, with approval of reporting officer and other supporting documents if any	Preferably within 3 working days but not later than 7 working days	
3	Leave Travel Concession - Leave approval, LTC approval, advance, EL encashment etc.	Sanction Order, Advance amount, EL encashment if required.	Duly filled in application form with supporting documents, Travel plan, estimate of expenses, copy of tickets etc.	Preferably within 5 working days but not later than 7 working days	
4	Processing of LTC Claims post travel	Scrutiny of the claims and approval for reimbursement.	Request letter, copy of tickets, boarding passes, 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	
5	Enrollment of dependants	Issuance of health cards to dependants, modifications in personal records	Details of the dependant member with supporting documents like birth certificate in case of newborn baby, marriage certificate in case of spouse and any other relevant document on case to case basis	Preferably within 4 working days but not later than 7 working days

(Time taken for health cards to be issued from the insurance agency may vary) | |

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