

I-18/1/2002-O&M  
Government of India  
Ministry of Civil Aviation

New Delhi, the August 8, 2005

**OFFICE MEMORANDUM**

Subject: - Fixation of maximum number of days for disposal of various types of cases.

General instructions regarding disposal of various type of cases already exist under Chapter 'Check on Delays' in the Manual of Office Procedure (MOP). However, para 121 of the MOP emphasizes that each Ministry /Department should fix time limits for disposal of as many cases as possible handled in the department through departmental instructions.

2. Accordingly, departmental instructions were issued vide O.M. No. I-18/1/95-O&M dated 16.5.1996 (copy enclosed) laying down the time limits for disposal of various types of cases, These instructions have now been reviewed in consultation with concerned sections of this Ministry and it has been decided that no change is required in the time limit fixed in 1996 for disposal of various type of cases.

3. It is, therefore, reiterated that the time limit prescribed vide O.M. No. I-18/1/95-O&M dated 16.5.1996 may be followed for disposal of various types of cases as per extant instructions.

Sd/-

(Girish Kumar)

Under Secretary to the Govt. of India

Tele. No.- 24648983

1. Sr.PPS to Secy. (CA)/PS to AS&FA.
2. All JSs.
3. All Dir.s/D.S.s/ FC.
4. All Under Secretaries,
5. All Sections in Ministry (main).
5. Guard File.

**Copy to:-**

1. CCRS, (Sh. Sudhir Kumar, S.O.), Lucknow.
2. D/O AR&PG,

I-18/1/95-O&M  
Government of India  
Ministry of Civil Aviation and Tourism  
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New Delhi, the 16<sup>th</sup> May, 1996

**OFFICE MEMORANDUM**

Subject: - Fixation of maximum number of days for finalisation of various applications received from Officers/Members of the staff.

In accordance with para 115 of Manual of Office Procedure (MOP) and to streamline the existing practice of disposal of cases, it has been decided to lay down the norms for disposal of applications/requests on a time bound basis under normal circumstances. The undermentioned nature of cases have been considered important and feasible for the purpose of timely disposal/finalisation of applications received from the officers/Members of the staff:-

| <b><u>S. No.</u></b> | <b><u>Item</u></b>   | <b><u>Maximum number of working Days for disposal/finalisation of application</u></b> |
|----------------------|--|---|
| 1.                   | Mandatory free/concessional air passage.                             | 10  |
| 2.                   | Permission to aircraft/helicopter for stay in India beyond 14 days.  | 10  |
| 3.                   | Grant of NOC for Air Taxi Operation/Scheduled Air Transport services | 28  |
| 4.                   | Permission for import of Aircraft                                    | 28  |
| 5.                   | Issue of vigilance clearance   | 2   |
| 6.                   | Issue of CGHS Card   | 2   |
| 7.                   | Issue of guarantee for Electric and Water Charges                    | 2   |
| 8.                   | NOC for issue of Passport  | 7   |
| 9.                   | Transfer of GPF Balance  | 15  |
| 10.                  | Permission to join Educational Institute                             | 4   |
| 11.                  | Sanction of Travel by Air for non-entitled Officers                  | 7   |
| 12.                  | Appointment on compassionate grounds                                 | 15  |
| 13.                  | Fixation of pay on promotion   | 5   |

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| <b><u>S. No.</u></b> | <b><u>Item</u></b>                          | <b><u>Maximum number of working Days for disposal/finalisation of application</u></b> |
|----------------------|---|---|
| 14.                  | Advance/withdrawal from GPF                 | 5   |
| 15.                  | Festival Advance                            | 5   |
| 16.                  | Motorcycle/Motor Car Advance                | 7   |
| 17.                  | LTC Advance (including sanction of leave)   | 7   |
| 18.                  | T.A. Advance                                | 7   |
| 19.                  | Cycle Advance                               | 5   |
| 20.                  | Forwarding of applications for higher posts | 5   |
| 21.                  | Leave applications                          | 7   |
| 22.                  | Medical Reimbursement cases                 | 15  |
| 23.                  | Release of increment of the employees       | 3   |
| 24.                  | House Building Advance                      | 20  |
| 25.                  | Issue of Duty Pass                          | 1   |

2. The Officers /Members of the staff are, therefore, advised that they should submit their applications well in time with complete details and enclosures necessary for the purpose so that there is no occasion for making cross reference to the applicant. This would avoid delay in the disposal/finalisation of the case within the maximum time indicated above.

Sd/-

(K.S. Panwar)

Under Secretary to the Govt. of India

Tele. No.- 4610361

1. All Under Secretaries,
2. All Sections (including RS Section, Lucknow),
3. PPS to Secretary,
4. PSs to JS(A)/JS(R)/JS(F)
5. PAs to Dir(M)/Dir(F)/DS(S)/DS(B)/Dir(OL)/FC,

Copy to:-

1. DGCA, (Shri Prakash Chandra, Dy. Dir.(Admn.),  
Opposite Safd Airport, N. Delhi.
2. BCAS, (Shri H.S. Sandhu, Dy. Dir. (Admn.),  
Janpath Bhavan, Janpath, N. Delhi.
3. CCRS, (Shri Amitabh Dwivedi, S.O.),  
Lucknow.

4. Deptt. of Administrative Reforms & Public Grievances,  
(Shri Vijay Kumar, Dy.Secy.) Sardar Patel Bhavan, Sansad Marg, New Delhi-110001. w.r.t.  
their O.M.No.22011/1/94-O&M dated 10.4.96.

Sd/-  
(K.S. Panwar)  
Under Secretary to the Govt. of India