

# CITIZEN CHARTER 2014

## MAHATMA GANDHI GOVT.COLLEGE MAYABUNDER

Mahatma Gandhi Govt.College, Mayabunder is implementing single scheme of University and Higher Education. There is no scheme related to public welfare. Hence, the public dealing is limited to admission, issuance of certificates, purchase and procurement. In view of the above mentioned things, for the convenience of students, staff and public, the following citizen charter is framed which has to be changed on need basis from time-to-time.


S.No.	Particulars	Disposal												
1.	Issue of Transfer Certificate	03 days from the date of receipt of application (excluding holiday)												
2.	Issue of Duration Certificate	03 days from the date of receipt of application. (excluding holiday)												
3.	Issue of Character Certificate	03 days from the date of receipt of application (excluding holiday)												
4.	Issue of non-availability certificate	03 days from the date of receipt of application (excluding holiday)												
5.	Release of EMD	07 days from the date of receipt of application (excluding holiday)												
6.	Acceptance of tenders	07 days from the date of opening tender (excluding holiday)												
7.	Issue of supply order	07 days from the date of finalization of tender (excluding holiday)												
8.	Verification of bill	07 days from the date of receipt of bills (excluding holiday)												
9.	Expenditure Sanction	07 days from the date of receipt of bills (excluding holiday)												
10.	Preparation of bill	<table border="1"><tbody><tr><td>a.</td><td>Medical bills should be prepared on priority basis within 07 days from the date of receipt of the claim. (excluding holiday)</td></tr><tr><td>b.</td><td>Preparation and submission of attendance within 02 days after the month ending for hostel scholarship (excluding holiday)</td></tr><tr><td>c.</td><td>Submission of hostel attendance within 02 days after the month ending (excluding holiday)</td></tr><tr><td>d.</td><td>Preparation and submission of hostel bills within 04 days. (excluding holiday)</td></tr><tr><td>e.</td><td>Preparation of hostel stipend, outsourcing bill, guest faculty, DRM bill within 07 days after the month ending and submission to PAO (excluding holiday)</td></tr><tr><td>f.</td><td>Preparation of salary bills before 20<sup>th</sup> of every month and submission by 20<sup>th</sup>.</td></tr></tbody></table>	a.	Medical bills should be prepared on priority basis within 07 days from the date of receipt of the claim. (excluding holiday)	b.	Preparation and submission of attendance within 02 days after the month ending for hostel scholarship (excluding holiday)	c.	Submission of hostel attendance within 02 days after the month ending (excluding holiday)	d.	Preparation and submission of hostel bills within 04 days. (excluding holiday)	e.	Preparation of hostel stipend, outsourcing bill, guest faculty, DRM bill within 07 days after the month ending and submission to PAO (excluding holiday)	f.	Preparation of salary bills before 20 <sup>th</sup> of every month and submission by 20 <sup>th</sup> .
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		g.	Preparation of arrear bills within one month from the date of receipt and if there is any technical hurdle it must be intimated to the concerned person within 15 days from the date of receipt of that order. (excluding holiday)
		h.	TA & LTC bills should be cleared and submitted within 15 days from the date of receipt and if there is any technical hurdle that must be intimated to the concerned person within 07 days from the date of receipt of the bill.
		i.	RTI-as per RTI Act-2005.
		j.	Day Book to be maintained

Violation of Citizen Charter is a serious crime and punishable under applicable laws and attracts disciplinary action.

The above mentioned charter should be strictly followed in the letter and spirit.

**Contact Officer : Shri Saji Joseph, Associate Professor in Physical Education, M.G.Govt.College, Mayabunder.**

  
 Principal  
 M.G. Govt. College  
 Mayabunder