

## CITIZEN CHARTER 2015

### JAWAHARLAL NEHRU RAJKEEYA MAHAVIDYALAYA PORT BLAIR

JNRM is implementing a 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.

<b>S.No.</b>	<b>Particulars</b>	<b>Disposal</b>
1.	Issue of Transfer Certificate	03 Days from the date of receipt of application
2.	Issue of Duration Certificate	03 Days from the date of receipt of application
3.	Issue of Character Certificate	03 Days from the date of receipt of application
4.	Issue of Non-availability Certificate	03 Days from the date of receipt of application
5.	Release of E.M.D.	07 Days from the date of receipt of application
6.	Acceptance of tenders	07 Days from the date of opening of tender
7.	Issue of supply order	07 Days from the date of finalization of tender
8.	Verification of bill	07 Days from the date of receipt of bill
9.	Expenditure sanction	07 Days from the date of receipt of bill
10.	Preparation of bill	07 Days from the date of receipt of bill

Complaint and Suggestion Box: Affixed in front of JNRM Office.

Complaint Register: Available with Office Superintendent , JNRM

Contact Officer: Shri. K. Venkatesan, Assistant Professor in Home Science Department of JNRM. Mobile No: 09476034664

**PRINCIPAL**