

Citizen Charter

S.No	Details of Service	Maximum Processing time for the office
1	Issuance of Bonafide letter to the employees of the institute	5-8 Working Days
2	Issuance of address proof letter to the employees of the institute	Within 5 working Days
3	Leave Travel Concession - Leave approval, LTC approval	7-10 Working Days
4	Enrollment of dependants	Within 5 working Days
5	Issuance of Annexure A for Passport related services	7-10 Working Day
6	Issuance of Annexure G for Passport related services	7-10 Working Day

****Note:** In case of an unavoidable situation or where insufficient details are provided and application is incomplete, the applicant will be intimated within 3 working days for seeking information.



A handwritten signature in blue ink, appearing to be "K. S. S.", is written over a horizontal line.

Registrar