CHARTER / TIMELINES OF GENERAL ADMINISTRATION BRANCH ACTIVITIES

Charter / Timeline of GA Branch activities are as under:

S. No.	Name of Broad Activities / Charter	Timeline for Execution
1.	Transportation / Hiring of Vehicle (GA Branch)	7-10 Working Days
2.	Transportation / Hiring of Vehicle (Examinations)	10-15 Working Days
3.	Hospitality Arrangement	3-5 Working Days
4.	Hospitality Bill Payment (after submission)	5-7 Working Days
5.	Repair & Maintenance of Furniture Items	7-10 Working Days
6.	AMC / CAMC / Rental of Photocopier Machines	7-10 Working Days
7.	Dry Cleaning Work	5-7 Working Days
8.	MTNL Bills	3-5 Working Days
9.	F.T.T.H. Bills	3-5 Working Days
10.	Speed Post Bills	5-7 Working Days
11.	Disposal of Day to Day Dak	3-5 Working Days
12.	Proposal for fresh tendering / renewal etc.	60 Days in Advance

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