



Tea Board,
14, B.T.M. Sarani,
Kolkata-700001.

CITIZEN'S CHARTER

TIMELINE OF PAYMENT OF FINANCE BRANCH

| Sl. No. | Particulars | Time Line |
|----------------|---|------------------|
| 1. | Application for GPF Final withdrawal/advance | 10 days |
| 2. | TA/LTC bill processing/sanction and payment | 10 days |
| 3. | OT bills/CEA | 10 days |
| 4. | Contingent expenditure/suspense payment bills | 7 days |
| 5. | Party payment bill against purchase/supply | 12 days |
| 6. | Medical Bill (Reimbursement) | 15 days |
| 7. | Medical Advance | 3 days |
| 8. | Payment of Hospital treatment bills | 21 days |
| 9. | Festival advance | 7 days |
| 10. | Other Misc. Bills | 7 days |

Sd/-
(T.K. Dey)
Sr A.O.