



**SOUTH CENTRAL RAILWAY
GUNTAKAL DIVISION
PERSONNEL DEPARTMENT
CHARTER OF COMMITMENT**

Sl. No.	Subject	Target for Disposal Working days
1	Issue of Pass	On same Day
2	Forwarding of PF Application to Accounts Department	02 Days
3	Sanction of CCL / PL Leave	07 Days
4	Allotment of Quarters at Divisional Level	07 Days
5	Staff Grievance Disposal	10 Days
6	Encashment of Leave	10 Days
7	Grant of Permission for Movable and Immovable Properties	15 Days
8	NOC for Higher Education, Property transaction, Passport, Deputation	15 Days
9	Ex-India Leave	15 Days
10	Payment of ONR Settlement	30 Days
11	Reply of RTI Cases	30 Days
12	Composite Transport Grant (If received before 10 th of the month)	Same month
13	Compassionate Appointment (Group C/Erstwhile Group D)	45 / 30 Days
14	Acceptance of Voluntary Retirement	90 Days