

**EMPLOYEES CHARTER****MPS (MPP,PENSION & SERVICES) ISSUES:**

Sl. No.	Nature of Service	Time schedule (No. working Days)						Rate of Compensation
		Case worker ACCO/JPO	PO	DGM	GM	CGM	HRD Total	
1	Finalization of terminal benefits (Pension/Family Pension, Gratuity, Commutation) (Maximum days after actual date of retirement)	15	3	2	2	1	23	Rs.25/- per day delay
2	Sanction of Provisional/ Anticipatory Pension	15	3	2	2	1	23	-do-
3	Revision of Pension/ Gratuity/Commutation	10	3	2	2	1	18	-do-
4	GPF Final Withdrawals (Maximum number of days after actual date of retirement)	3	2	2	1	1	9	-do-
5	FBF/GIS Sanctions (Maximum number of days after actual date of retirement)	7	3	2	2	1	15	-do-
6	Short Term Loans (Festival Advance/Education Advance)	7	3	2	2	1	15	-do-
7	GPF – Part Final withdrawals	7	3	2	1	1	14	-do-
8	GPF – Temporary Advance	7	3	2	1	1	14	-do-
9	Education Fee reimbursement	3	2	1	1	1	8	-do-
10	Tour Diary Approval	3	2	1	1	1	8	-do-

**N.GULZAR****CHAIRMAN & MANAGING DIRECTOR**