



कार्यालय प्रधान महालेखाकर (लेखा परीक्षा-II) तमिलनाडु एवं पुडुचेरी  
"लेखा परीक्षा भवन", 361, अण्णा सालै, तेनाम्पेड, चेन्नै-600018.  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(AUDIT-II), TAMIL NADU AND PUDUCHERRY, "LEKHA  
PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET,  
CHENNAI-600018.



No. PAG(Audit-II)/Admn.VI/Genl./2024-25/06

Dt:02.04.2024

परिपत्र संख्या / Circular No.01

All the employees' data of this office is integrated into the e-HRMS 2.0 portal, as part of rolling out of e-HRMS 2.0. Therefore, all the officers/officials are directed to login, verify and complete their profile in e-HRMS. In order to complete the 100% profile, employees need to login e-HRMS portal (with same user ID and password as used in e-Office), and add/update the mandatory fields as described in the Profile section, and submit to Nodal Officer for review and approval. User Manual for login and profile completion in e-HRMS is forwarded along with this circular to the officers/officials of this office through their official email ID. The process of profile completion and forwarding of data to the Nodal Officer should be completed by 05.04.2024 positively.

All are requested to ensure strict compliance. SAO/Admn. (Nodal Officer) may be contacted for any clarification/help in this regard.

(Vide orders of Principal Accountant General)

*E. Ramesh*  
02/04/2024

Senior Audit Officer /Admn.

To

1. All Officers/Officials
2. All Group Officers
3. All Branch Officers in-charge of Coordination
4. Data Manager/ISTC - (requested to send the circular through e-mail to all the Officers/ Officials of this office and for uploading the circular on the official website)
5. Notice Board

# eHRMS 2.0

## User manual for login and Profile completion

Prepared by  
J Manikanta Vasu  
AAO/eHRMS  
RCB&KI, Hyderabad

Each employee has to login and complete their profile to use services of eHRMS.

Broad steps for first time login is provided below.

Step 1	Use the url: <a href="https://e-hrms.gov.in/">https://e-hrms.gov.in/</a>
Step 2	Login through Parichay using email id (gov/nic only) and its password.
Step 3	Land on Dashboard of e-HRMSv2
Step 4	Verify the Mobile Number using OTP. And Accept the declaration
Step 4	Click on My profile section. Verify/edit/add the details related to Profile. Add family member details and submit request.
Step 5	SUBMIT the profile after adding the details.

Detailed guide with screenshots is attached for reference.

Enter the URL <https://e-hrms.gov.in/>

Click on login with Parcihay

The image shows a browser window displaying the e-HRMS 2.0 login page on the left and a photograph of officials on the right. The login page features the Department of Personnel & Training logo and the text "e-HRMS 2.0 Department of Personnel & Training". It includes a section titled "ABOUT E-HRMS 2.0" with a description: "e-HRMS 2.0 is an online portal to provide end to end HR services to the Government employees". Below this, there are two login options: "Login With Parcihay" and "Login as Deputation Publish Officer". A red box with the text "Click Here" and a red arrow points to the "Parcihay" login button. Other elements on the page include "On Board Process", social media icons for Facebook and X, and a "What's New" section with the text "last date of application is 31-01-2024. | In case any Ministry /". The photograph on the right shows five officials standing behind a table, each holding a booklet. The table has a nameplate for "DR. JITENDRA SINGH MoS (PP)". The background of the photograph features the Government of India emblem and the text "GOVERNMENT OF INDIA" and "कार्मिक एवं प्रशिक्षण विभाग".

Enter the official email id and password. Proceed with OTP for authentication

The screenshot displays the Parichay login page. At the top, there are logos for the Government of India, the 75th Anniversary (Azadi Ka Amrit Mahotsav), Digital India (Power To Empower), and G20. The Parichay logo is prominently displayed with the tagline 'Simple, Streamlined, Safe'. Below the logo, the text 'Please enter details to proceed' is shown. The email input field contains 'jellamv.kar.au@cag.gov.in' and is circled in red. The password field is masked with dots. A 'Next' button is visible, along with a 'Forgot Password' link. The footer includes the Ministry of Electronics & Information Technology, Government of India, and the NIC (National Informatics Centre) logo. On the right side, there is a banner with the slogan 'Sabka Saath, Sabka Vikas, Sabka Vishwas, Sabka Prayas' and a 'Tip of the day' section advising to change passwords frequently. Below this, there are download links for 'Parichay Authenticator' and 'Kavach' on both Android and iOS platforms. A note states that these apps should be downloaded from authentic platforms. At the bottom right, there are links for 'Extend ID (Retired Officers)' and 'Update Mobile & Profile'.

- After Login, Verify the Mobile number using OTP.
- Accept the Declaration and proceed for Profile completion.

Click on My profile section at the top right corner.

The screenshot shows the e-HRMS 2.0 dashboard for Jella Manikanta Vasu. The interface includes a left sidebar with navigation options: Dashboard, Employee Services, Financial Records, APAR, Property, and Support. The main content area displays a welcome message, nodal officer information (Kurapati Venkata Seshu Yaso Krishna), and three key metrics: My Requests (0 Pending), Welcome Back (No Role assigned yet), and Deputation Opportunities (3 Available). A top navigation bar contains a user profile dropdown menu with options for My Profile, My Calendar, and Sign Out. Annotations include a red circle around the user name 'Jella Manikanta Vasu' with the text 'Check the name', a red arrow pointing to the profile dropdown with 'Click Here', and a blue arrow pointing to the nodal officer name with 'Check Nodal Officer Name'. A 'Vigilance Status Not Clear' warning is also visible.

Check Nodal Officer Name

Click Here

Check the name

Hi, Jella Manikanta Vasu

Nodal Officer: Kurapati Venkata Seshu Yaso Krishna | yasokrishnakvnp.sca@cag.gov.in | 9885609920

My Requests: 0 Pending

Welcome Back: No Role assigned yet

Deputation Opportunities: 3 Available

Vigilance Status Not Clear | View Status

My Profile | My Calendar | Sign Out

Search My Requests: Select Application Name

Show 10 entries

Enter the missing details. Verify the details available and edit if changes are required. Click on Save As Draft.

Personal Details   Service Details   Address   Experience   Training   Qualifications   Awards/Publication

Date of Birth\*  
26-04-1991

Gender\*  
Male

Category\*  
OBC

Father Name\*  
Late Jella Venkateshwarlu

Mother Name\*  
Jella Chandrakala

Marital Status  
MARRIED

Name of Spouse  
Kalam Hemaswi

Birth State \*  
Telangana

Birth District\*  
NALGONDA

State of Permanent Residence  
Telangana

Differently Abled  
No

PAN No\*  
A [REDACTED] ✓

Identification Mark ?\*  
A MOLE ON LEFT EYE LASH

Blood Group  
B +VE

Mother Tongue  
TELUGU

Religion  
Hindu

Languages Known	Read	Write	Speak
TELUGU	FLUENT	FLUENT	FLUENT
HINDI	FLUENT	FLUENT	FLUENT

Save as draft

Click Here

Click on Add Family members to add details of Family members.

Personal Details   Service Details   Address   Experience   Training

Father Name\*  
Late Jella Venkateshwarlu

Mother Name\*  
Jella Chandrakala

Marital Status  
MARRIED

Name of Spouse  
Kalam Hemaswi

Birth State \*  
Telangana

Birth District\*  
NALGONDA

State of Permanent Residence  
Telangana

Differently Abled  
No

PAN No\*  
[REDACTED]

Identification Mark ?\*  
A MOLE ON LEFT EYE LASH

Blood Group  
B +VE

Mother Tongue  
TELUGU

Religion  
Hindu

Languages Known	Read	Write
TELUGU	FLUENT	FLUENT
HINDI	FLUENT	FLUENT
ENGLISH	FLUENT	FLUENT

**Add Family Members**

Click Here

### Family Members ✕

Family Member

Government Employee

Name	Relation	D.O.B	Marital Status	Occupation	Dependent	Status	Action
Enter the details of Family members and click on ADD.							<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">✎</div> <div style="background-color: #a00; color: white; padding: 2px 5px; border-radius: 3px;">🗑</div> </div>
Enter the details of Family members and click on ADD.							<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">✎</div> <div style="background-color: #a00; color: white; padding: 2px 5px; border-radius: 3px;">🗑</div> </div>

**Name of Member \***

**Date of Birth \***

**Relation with Government Servant \***

**Marital status \***

**Occupation \***

Dependent

Enter details of family members if any Government employee is a family member. If Not select No.

Click on Submit after entering all the details. A request ID Will be generated.

Click on save as Draft.

Under Serives tab Check Current Nodal Officer Wise. Update if incorrect.

Select Service, Designation, select the pay level and pay event.

Fill the pay effective date and click on save as draft.

Personal Details    Service Details    Address    Experience    Training    Qualifications    Awards/Publication

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Employee Code 26041991JELL	Service GCS/General Central Services	Designation* Assistant Audit Officer
Min/Dept/Office* CAG/Comptroller and Auditor General of India	Current Nodal officer wise * Regional Capacity Building And Knowledge Institute - Hyderab...	Pay Matrix Level LEVEL-09(53100-167800)
Basic Pay * ⓘ 5	Pay event ⓘ INCREMENT	Pay effective date 01-07-2023

Fill Address detail under address tab and click on save as draft.

Personal Details   Service Details   **Address**   Experience   Training   Qualifications   Awards/Publication

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### Present Address

Address 1\*  
flat A 408, SAI GAYATHRI THOTA RESIDENCY

Address 2  
KOTHAPET

State\*  
Telangana

District\*  
Hyderabad

Pincode\* ⓘ  
500035

Same as Present Address

### Permanent Address

Address 1\*  
Plot No 118, Sai Viswanatha colony, MLG Road

Address 2  
Nalgonda town

State\*  
Telangana

District\*  
Nalgonda

Pincode\* ⓘ  
508001

Mobile No. ⓘ Edit  
[Redacted] ✓

Email id 1 (nic/gov/org/eauth/res/ac/es/karmayogi/ernet)\*  
jellamv.kar.au@cag.gov.in

**Save as draft**   Previous

Fill the details in Experience, qualifications section. Training details can be filled if available, (Latest training details can be filled).

The image shows a user profile form with two sections. The first section, 'Experience', has a navigation bar with icons for Personal Details, Service Details, Address, Experience (highlighted with a red box), Training, Qualifications, and Awards/Publication. Below this is a table with columns: Designation, Ministry, Department/Office, Posting Type, Location, From Date, To Date, and Action. A '+ Add' button is present below the table. The second section, 'Training', has a navigation bar with icons for Personal Details, Service Details, Address, Experience, Training (highlighted with a red box), Qualifications, and Awards/Publication. Below this is a form titled 'Training' with fields for 'Add Training' (a dropdown menu), 'Training Name', 'Institute', 'From Date', 'To Date', and 'Result'. A 'Save' button is located at the bottom right of the form. Below the 'Training' form is a section titled 'Mandatory Training' with a table with columns: Level, Batch No, Training From, Training To, Result, and Action. A '+ Add' button is present below the table.

Designation	Ministry	Department/Office	Posting Type	Location	From Date	To Date	Action
<a href="#">+ Add</a>							

Level	Batch No	Training From	Training To	Result	Action
<a href="#">+ Add</a>					

Complete details in each section and click on submit.

The image shows a user profile form with a progress bar at the top. The progress bar includes icons for Personal Details, Service Details, Address, Experience, Training, Qualifications, and Awards/Publication. The 'Qualifications' icon is highlighted with a red box. Below the progress bar is a table with columns: University/Institute/Board, Qualification, Division, and Action. A '+ Add' button is located below the table. The 'Awards/Publication' icon in the progress bar is also highlighted with a red box. Below this is a form titled 'Awards/Publication' with the following fields: Type, Area, Year (dropdown menu), Name/ Description, Awards given by/ Publisher Name, Subject, and Level. At the bottom of this form are 'Save' and 'Cancel' buttons. At the very bottom of the page are 'Previous' and 'Submit' buttons, with the 'Submit' button highlighted by a red box.

A Window will be opened to verify all the modified/added details. Verify the details and click on submit for approval.

Employees can check the requests and status in Dashboard under my Requests.

The screenshot displays the e-HRMS 2.0 dashboard for Jella Manikanta Vasu. The dashboard includes a sidebar with navigation options: Dashboard, Employee Services, Financial Records, APAR, Property, and Support. The main content area features a header with the user's name and contact information, a 'Vigilance Status Not Clear' warning, and a 'Raise Ticket' button. Below the header are three summary cards: 'My Requests' (0 Pending), 'Welcome Back' (No Role assigned yet), and 'Deputation Opportunities' (3 Available). The 'Search My Requests' section is highlighted with a red circle, showing a dropdown menu for 'Select Application Name'. Below this is a table of requests with columns for Application ID, Applicant, Application Name, Status, Date, and Action. The table shows two entries: 'USER PROFILE' and 'FAMILY MEMBER', both with a status of 'Approved'.

Hi, Jella Manikanta Vasu  
Nodal Officer: Kurapati Venkata Sesa Yaso Krishna | yasokrishnakvap.sca@cag.gov.in | 9885609920

Vigilance Status **Not Clear** | View Status | Raise Ticket

**My Requests**  
0 Pending

**Welcome Back**  
No Role assigned yet

**Deputation Opportunities**  
3 Available

**Search My Requests**  
Select Application Name

Show 10 entries

Application ID	Applicant	Application Name	Status	Date	Action
PROF-15704879665	Jella Manikanta Vasu,Assistant Audit Officer,jellamv.kar.au@cag.gov.in	USER PROFILE	Approved	15.Sep.2023	Action
FAMILYMEM-15704863014	Jella Manikanta Vasu,Assistant Audit Officer,jellamv.kar.au@cag.gov.in	FAMILY MEMBER	Approved	11.Sep.2023	Action

Showing 1 to 2 of 2 entries | Previous 1 Next

F.NO. 3/1/2024-e-HRMSv2.0  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
(Department of Personnel & Training)

\*\*\*\*

North Block, New Delhi  
Dated: 26<sup>th</sup> February, 2024

**OFFICE MEMORANDUM**

Sub: Timelines for Service Delivery through e-HRMS 2.0 Portal-reg.

The undersigned is directed to state that the e-HRMS 2.0 portal facilitates seamless digital working environment and streamlines the disposal mechanism of various human resource services as expeditiously as possible. Any kind of applications with respect to leave, claims and reimbursements etc that are provided to the Government employees as per the applicable and extant rules/guidelines/instructions can now be disposed of through various modules of e-HRMS in an easy and transparent manner at the click of a button.

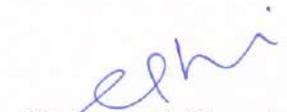
2. In order to make the said Portal more employee centric and as a Good Governance initiative, simplification of processes has been attempted in the HR Management System, wherever applicable. After various rounds of discussions and lot of deliberations, it has been decided to fix certain timelines for the simple processes for the ease and benefit of the employees.

3. In this connection, this is to inform all the Ministries/Departments/Organization (MDOs), that auto approvals and escalations to next level is being incorporated for specified timelines for the following services/modules provided through e-HRMS portal for effective implementation of e-HRMS 2.0:

- i) Leave Module;
- ii) Reimbursement & Allowances;
- iii) Advances and LTC module.

The attached Annexures I, II,III are enumerative and descriptive for the reference and understanding of all.

4. This issues with the approval of Secretary (P).

  
(Oruganti Phani)  
Under Secretary to the Government of India  
Tel: 23040379

To,

All MDOs on-boarded onto e-HRMS 2.0  
(Through e-HRMS Portal and DOPT's website)

I. Timelines with regard to leaves due and admissible and Study Leave:

A. Where Admin is not involved in approval channel.

S. N.	Type of Leave	No. of Days (leave)	Proposed timelines for decision at R.O./C.O. level		Total Time	e-HRMS Division's Remark Existing rules
			RO	CO		
1.	Casual Leave	≤3	3	-----	3 working days (Auto-approval)	<p><b>Reason:</b> It should not normally be granted for more than 5 days at a time. This is not any regular kind of leave. The absence in this category may be either anticipated or not anticipated. Considering the nature of CL, suitable provision for auto-approval/forward may be inserted on the e-HRMS portal for CL.</p> <p><b>Implementation:</b> If the employee requests Casual Leave up to 3 days, then the Reporting Officer should take appropriate decision on the request within 3 working days otherwise the leave request shall be deemed approved.</p> <p>Further, if the period of casual leave exceeds 3 days (upto 5 days), the request would be automatically forwarded to the CO if no decision is taken at RO level for 3 working days. The Controlling Officer needs to take a decision on the request within next 03 working days otherwise the leave request shall be deemed approved.</p>
		>3 and ≤5	3	3	6 working days (Auto-forwarding & Auto-approval)	<p>Maximum Accumulation of EL: 300+15.</p>

2.	EL	≤5	3	3	6 working days (Auto-forwarding & auto-approval)	<p><b>Reason:</b> If the employee requests for EL for a short period of 5 days (excluding prefix/suffix of holidays), a decision on the same in a maximum of 6 working days would be fair. Hence, auto-forward after 3 working days at RO level and deemed approval after 3 working days at CO level is recommended.</p> <p>If the employee requests EL for more than 05 days, it affects the office work for a longer period. As per the existing guidelines, the maximum EL grant limit is 180 days at a time. Therefore, automatic approval is not convenient in this situation. However, auto forward facility may be included at the RO level to avoid delay in taking decisions in this regard.</p> <p><b>Implementation:</b> If the employee requests EL for a <u>shorter period</u> i.e. up to 05 days, an appropriate decision (approve / disapprove / forward) on the request can be taken by the concerned R.O./C.O. in a time bound manner. The request shall be auto forwarded to C.O. if no decision is taken at R.O. level for 3 working days. Further, if no decision is taken at C.O. level, then it shall be deemed approved and balance updated.</p> <p>If the period of EL exceeds 05 days, the RO has to take appropriate decision on the request within 03 working days of receipt of the</p>
		5+	3	3	6 working days (Auto-forwarding only)	

						request otherwise the request should be automatically forwarded to the CO. The Controlling Officer has to take a decision on the request within next 03 working days otherwise it will be part of the pendency report.
3.	HPL (Only in case of private affairs)	≤ 5	3	3	6 working days	<b>Rule:</b> may be granted on medical certificate or on private affairs.
		5+	3	3	6 working days	<b>Reason:</b> as mentioned for EL. <b>Implementation:</b> same as EL

**B. Where Admin is involved in approval channel:**

S. N.	Type of Leave	No. of Days (leave)	Proposed timelines for decision at R.O./C.O. /Admin level			Total time	e-HRMS Division's Remark Existing rules
			R.O	C.O	Admin		
4.	Commuted Leave (on <b>Medical</b> Certificate)	---	3	3	9	15	<b>Rule:</b> not exceeding half the amount of half pay leave due may be granted. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due. <b>Reason:</b> The Commuted Leaves are granted on production of Medical Certificate. Admin Division check and verify that the Medical Certificate and other documents attached for this purpose are in line with existing guidelines. Further, the request for commuted leave is submitted after the employee returns from

							<p>leaves taken for medical reasons. Therefore, decision can be taken on requests for Commuted leaves in a time bound manner. Timelines for each level involve in the approval channel may be inserted for this purpose.</p> <p><b>Implementation:</b> An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto-approval.</p>
5.	Commuted leave (for an approved course of study)	-----	3	3	9	15	<p>Rule: a maximum of 180 days</p> <p><b>Reason:</b> The Commuted Leaves are granted for an approved course of study certified to be in the public interest by the leave sanctioning authority. Admin Division has to check and verify the details in this regard.</p> <p><b>Implementation:</b> as mentioned for Commuted leave on Med. Certificate at point 04 above.</p>
	Leave not due						<p><b>Rule:</b> Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter. Leave Not Due shall be debited against the half pay leave the Government servant may earn subsequently.</p>

6.	(on medical certificate) -----		3	3	9	15	<p><b>Reason:</b> same as mentioned against Commuted Leave (on Medical Certificate).</p> <p><b>Implementation:</b> same as mentioned against Commuted Leave (on Medical Certificate).</p>
7	EOL (only in case of prior approval) -----		3	3	15	21	<p>Rule: <b>EOL</b> Granted in <b>special circumstances.</b></p> <p><b>Reason:</b> EOL are granted when no other leave is admissible or Govt. Servant applies in writing for grant of EOL. Sometimes EOL are also granted to regularize the service period of employee from back date. In case of prior approval, appropriate decision can be taken by the concerned RO/CO/Admin in a time bound manner, therefore, timeline for EOL may be framed.</p> <p><b>Implementation:</b> An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto-approval.</p>

9.	Study Leave -----		3	3	15	21	<p>Reason: <b>Study Leaves</b> are forwarded to Admin Division through R.O. and C.O.</p> <p>Admin Division has to check and verify the relevant details. Admin Division also obtains IFD's concurrence, Administrative approval of Competent authority, Cadre Clearance for this purpose.</p> <p><b>Implementation:</b> An appropriate decision should be taken within 03 days of receipt of the request by the R.O. otherwise the request should be automatically forwarded to the CO. The CO has to take a decision on the request within next 03 days otherwise it should be automatically forwarded to Admin.</p> <p>No auto approval.</p>

II. Timelines for Reimbursement/Allowance: -

S No	Module	Proposed timelines for decision				Total time	e-HRMS Division's Remark
		L-1	L-2	Approval + Sanction Order			
1.	Newspaper	3	3	3	9	<p><b>Reason:</b> The practice of getting of monthly reimbursement of Newspaper on production of Newspaper bills has been abolished. A <u>certificate</u> to the effect that expenditure has been incurred on newspaper shall be provided by the officers on half yearly basis (Jan to June or July to Dec.) to the office for reimbursement. It appears that an appropriate decision on the newspaper reimbursement request may be taken in a time bound manner. Therefore, a time limit should be set for this purpose.</p> <p><b>Implementation:</b> An appropriate action should be taken within 03 days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 9 days of its receipt otherwise it will be part of the pendency report.</p>	
2.	Telephone	3	3	3	9	<p><b>Reason:</b> The amount shall be reimbursed on submission of bills/receipt by the concerned officer (as per entitlement). It appears that the request may be settled in a time bound manner.</p> <p><b>Implementation:</b> Same as mentioned for Newspaper Reimbursement.</p>	
3.	CEA	5	3	3	11	The amount of CEA is fixed. Govt. Servant should produce a certificate for this purpose. The request may be disposed of in a time bound manner.	

						<p><b>Implementation:</b> An appropriate action should be taken within 05 days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 11 days of its receipt otherwise it will be part of the pendency report.</p>
	4. <b>Medical</b>	5	3	3	11	<p><b>Reason:</b> The request for Medical Reimbursement may be settled in a time bound manner. Therefore, timeline for this purpose may be framed.</p> <p><b>Implementation:</b> Same as in CEA</p>

### III. Timelines for Advances and LTC Module:-

#### A. LTC Module-

The system allows LTC request only if leave(s) for LTC has been sanctioned before submitting the LTC request.

S. N	Module	Proposed timelines for decision			Total Time	DOPT's Remark
		L-1	L-2	Approval + Issue of Sanction Order		
1.	Leave Encashment	4	2	2	8	A Government servant may be permitted to encash earned leave up to ten days at the time of availing of LTC. <b>Implementation:</b> An appropriate action should be taken within 04 days of receipt of the request by the Dealing hand/L-1. The request should be processed till issue of sanction order within 8 days of receipt of the request otherwise it will be part of the pendency report.
2.	LTC request (with or without Advance)	4	2	2	8	<b>Implementation:</b> Same as Leave Encashment
3.	LTC Claim	4	2	2	8	<b>Implementation:</b> Same as Leave Encashment

#### B. Advances

S No.	Module	Proposed timelines for decision			Total	Remark
		L-1	L-2	Approval and Issue of Sanction Order		
1.	Computer Advance	5	3	3	11	<b>Implementation:</b> An appropriate action should be taken within 05

						days of receipt of the request by the Dealing hand (L-1). The request should be processed till issue of sanction order within 11 days of receipt of the request otherwise it will be part of the pendency report.
2.	HBA	5	3	3	11	<b>Implementation:</b> As in Point 1.