



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

CITIZEN'S CHARTER

Sno.	Particulars	Stipulated time for submission of bills / documents	Stipulated Time period for completion of service subject to submission of relevant documents
1.	Issue of Bonafide certificate to the Student for all purposes like Scholarship, Passport, Visa, Internship, Travel Pass, course specialization etc.	----	Within three working days
2.	Issue of Education Verification certificate	----	Within seven working days
3.	LTC approval	at least 21 days before travel	Within three working days
4.	Leave application approval		Within two working days
5.	Official Travel Reimbursement	Within a month after completion of the official travel	15 working days after receiving the bills subject to submission of relevant documents
6.	Telephone Reimbursement bills	After completion of the every quarter	10 working days after receiving the bills subject to submission of relevant documents
7.	Medical OP Reimbursement bills	After completion of the every quarter	10 working days after receiving the bills subject to submission of relevant documents
8.	LTC advance	At least 21 days before travel	5 working days after receiving the claim along with the approval of Director.
9.	LTC settlement	As per the GoI Norms	10 working days after receiving the bills subject to submission of relevant documents
10.	Children Education Allowance	In the month of March of every financial year	In the month of April of every financial year