

సిటిజన్ చార్టర్ (పౌర సేవా పత్రము) సమాచార హక్కు చట్టం 4(1)(బి)-2005

రంగరాయ వైద్యకళాశాల: కాకినాడ

OBJECTIVES:

The purpose of this charter is to provide better quality and quick service to employees and students of the college. We have set the following Targets / Standards / Response time for delivery of Services.

Sl. No.	Nature of Service	Service Delivery in Days	Remarks
1.	Issue of Salary Certificate to the Employee	1 Day	
2.	Issue of Study Certificate to the Student	1 Day	
3.	Issue of Custodian Certificate	1 Day	
4.	Issue of Original Study Certificate	2 Days	
5.	NOC for Interneeship Transfer	2 Days	
6.	Service Certificate	2 Days	
7.	Transfer Certificate	2 Days	
8.	ECMFG (issue of Foriegn Verification Certificate)	3 Days	
9.	Issue of UG/PG Completion Certificate	3 Days	
10.	Grievance Petitions	3 Days	
11.	Age Declaration Certificate	7 Days	
12.	Sanction of Leave other than CL's	7 Days	
13.	Sanction of Annual Grade Increment	6 Days	
14.	Pay fixation	10 Days	
15.	Sanction of GPF / Group Insurance / FBP etc.,	15 Days	
16.	Forwarding of Pension Papers to AG	15 Days	
17.	Forwarding of Medical Reiumbursement	7 Days	

సమాచారం పొందుటకు ఫిర్యాదులు / సలహాల పుస్తకం సాయంత్రం 3-00 గం||ల నుండి 5-00 గం||ల వరకు బ్రెన్- ప్రిన్సిపల్ వారి వద్ద అందుబాటులో ఉండును.

Whom to Approach:

- In case of the above schedule is not adhered, may be approached to "Administrative Director" (AD)
- For grievance on RTI, Petitions etc., may be approached to the Vice Principal.

HELP LINES:

Ragging Toll Free No. :

Service Matters : A.D. Tel.No.

Student Affairs : Principal Tel. No.
/ Vice-Principal

PRINCIPAL
RANAGARAYA MEDICAL COLLEGE
KAKINADA