

1. **AVERAGE PROCESS TIME FOR ISSUANCE OF INSPECTION CERTIFICATE**

S.No.	Type Nature of Official Action	Minimum Timeline
1.	Receipt of Online application alongwith relevant documents i.e. Invoice, 'E' Form, Contract between buyer & seller & verification of Bank Challan	Two days
2.	Rice Analyzing for Pre-shipment of inspection of Rice Cargo and issuance of Inspection Certificate	

2. **AVERAGE PROCESS TIME FOR ISSUANCE OF AUTHENCITY CERTIFICATE**

S.No.	Type Nature of Official Action	Minimum Timeline
1.	Receipt of online application alongwith relevant documents i.e. Commercial Invoice, Form E, G.D., Inspection Certificate, PCSIR Test Report, Fumigation Certificate, Phyto, B/L and Paid Bank Challan	Two days
2.	Scrutiny of documents	
3.	Issuance of Authenticity Certificate by TCP's authorized officer.	
4.	Real time information to Importers & Exporters.	

3. **AVERAGE PROCESS TIME FOR RENTING OUT OF GODOWNS**

S. No.	Type Nature of Official Action	Minimum Timeline
1	Acknowledgment receipt of application	Same day
2	Processing of application	Two days
3	Time involved for approval: a. In case the offered rates are higher as compared to approved base rates. b. In case the offered rates are equal to or lower as compared to approved base rates.	Four days Depends on convening of BoD meeting
4	Handing over / Taking over of godown when tenant approaches after approval.	Same day

4. **AVERAGE PROCESS TIME FOR VACATION OF GODOWNS**

S. No.	Type Nature of Official Action	Minimum Timeline
1	Acknowledgment receipt of vacation notice.	Same day
2	Handing over / Taking over of godown after expiry of prescribed period of vacation notice.	Same day

5. AVERAGE PROCESS TIME FOR DISPATCH & PORT OPERATION

Sr. #	Type Nature of Official Action	Minimum Timeline
1	Appointment of Pre-Shipment Inspection Agency ('PSIA').	One week
2	Appointment of Shipping Agent on each vessel.	Two days
3	Appointment of Surveyor on each vessel through tender.	Fifteen days
4	Appointment of Stevedore / Cargo Handling Agent.	Forty Five days
5	Appointment of Clearing & Forwarding Agent on each vessel.	Fifteen days
6	Appointment of Transporters, if required.	Fifteen days

6. **AVERAGE PROCESS TIME FOR SERVICES OF FINANCE**

Sr. #	Type/nature of office action	Minimum Time line
01	Obtaining quotations from commercial banks for COF	Five days
02	Send Commodity Wise Quarterly Allocation request to MOF	One day
03	Send bank wise Quarterly Allocation request to SBP	Two days
04	Negotiation of Term Sheets with Banks	Three weeks
05	Quarterly settlement of banks.	One days
06	Requesting, verifying and payment of quarterly markup	Three weeks
07	Bank Guarantees verification letters to local banks	One day
08	Verification of Foreign Bank guarantees	Three days
09	Reply of Internal Audit OMs	Two days
10	Requesting bids for Investments in TDRs	One week
11	Based on bids of investments, negotiation of rates	Four days
12	Rollover / new placements of Investments	One day
13	Arrange Income Tax Challans from banks / suppliers / customers	One week
14	RTGS transfers as and when required	One days
15	Processing payments from Finance to Cash section	Two days
16	Evaluation of various tenders	Two days
17	Request Foreign Exchange Allocation after Award letter	One day
18	Markup calculation on pending cases for Legal Division	One day
19	Posting of entries in ERP related in COF and Investments	Two days
20	Posting of adjusting entries in ERP	One days
21	Credit Confirmations of checks from customers / suppliers	Three days
22	Disbursement of payments by cash section	One day
23	Full process of salaries payments and related deductions	One week
24	Posting of Incoming and Outgoing in ERP system	Two days
25	Issuance of receipts and deposit of checks	One days
26	Finalization of quarterly and Half Yearly accounts	One month
27	Finalization of Annual Audited Accounts	Four months
28	Weekly payment of Income Tax withheld	Three days
29	Monthly payment of Income Tax and Sales Tax	Fifteen days
30	Taking advice from consultant on tax matters	Two days
31	Reply of tax queries from other divisions	One day
32	Annual Audited Accounts of PF and Gratuity Fund	One month
33	Working of Annual Gratuity Provision	One week
34	Process cases of PF advances and Personal Loans	One week
35	Process cases of final dues of employees	One week