

Sl. No.	Type of Service	Procedure for accessing service	Time frame for service delivery	Contact/ Coordinating inmates
<b>DEPARTMENT OF ROADS</b>				
1	Approach Road Take-off point approval	Apply to the Field Division Office with the proposal of an approach road and its take-off point with drawings and sketches	On the spot	Concerned Field Division
		Field Division Office will field concerned site engineers to study and verify the proposal and make recommendations	1-5 days	Concerned Field Division
		Field Division Office will approve the proposal if feasible along with measures to be implemented	1 day	Concerned Field Division
		An agreement will be signed between the Field Division office and the applicant	Same day	Concerned Field Division
		<b>Total</b>	<b>2-6 days</b>	
2	Payment of Contractor's Bills	Submit the bills directly to the site engineer after joint measurement or to the person receiving the goods in case of supplies	On the spot	Concerned Site Engineer
		Concerned Site Engineer will verify the bills and enter into the MB and forward the bills for further verification to the Field Division Office or Project Office	1-14days	Concerned Site Engineer
		Field Division/Project Office will verify the bills checking the technical appropriateness including arithmetical errors and forward to Accounts Section	1-7 days	Concerned Field Division or Project Office
		Accounts Section will make payments after checking the arithmetical errors and ensuring that the payment is as per the contract and as the procurement rules	1-9 days	Accounts Section of the concerned Field Division or Project Office
		<b>Total</b>	<b>3-30 days</b>	