

Name of the Service	<b>Issue of Form 16A</b>
Whom to approach for this service (Designated Officer)?	Finance Officer
Procedure involved to get this service	Submission of application
Form to be submitted to get this service	Payment of Bills form
Who are eligible to get this service	Suppliers/contractors
Documents to be enclosed with the request	Payment bills, Pan card copy
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	05 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

### **Work Flow**

<b>Step</b>	<b>Description</b>	<b>No.of Days</b>	<b>Designation</b>
1	Receipt of application and Processing	02	Case worker
2	Scrutiny	01	Superintendent
3	Approval	01	Finance Officer
4	Despatching	01	Case worker

For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)  
**Helpline No:080-44554455**