

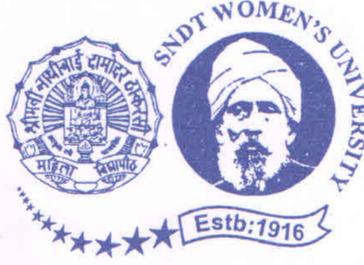
SNDT Women's University

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2017-18/780

Date: 27-03-2018

URGENT/IMPORTANT

C I R C U L A R

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses.

Subject :- Procedure to be followed by all the Heads of the Departments /Directors/Principals in Centralized Accounting.

It is hereby informed that the following procedure is to be followed for Centralised Accounting for all the department considered under by Centralized Campus Units in all the three Campuses

I. Banking Arrangement and Investments

1. Every department will operate a bank account only to manage imprest amount mandatorily.
2. Transactions other than "Self-Withdrawal of cash' and Deposit of sundry income will not be allowed via these bank accounts.
3. The bank signatories will be Concerned Head, Faculty member from the concerned department and HoD from other department.
4. Only one of the account of the existing saving bank accounts of each department will be maintained.
5. All the HoDs are required to submit the list of Fixed Deposits (FDS) and all bank accounts whether savings or current accounts and whether included in balance sheet or not within three working days. After the maturity of FDs the amount should be deposited in the University centralized bank account as and thereafter the FDs will be maintained by the F. & A. Section. The department shall be able to view this amount in the daily report generated in Uni-suite software.
6. Transfer all money keeping minimum balance by 02-04-2018 to Centralized Unit and copy of updated passbook to be submitted by 04-04-2018.

II. Imprest Procedures

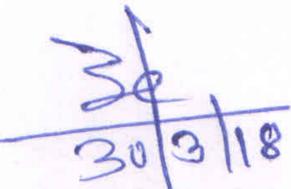
1. Imprest amount of each HOD will be transferred in their bank accounts which will be Rs.10,000/-.
2. HODs are required to submit the details of all the transactions done out of this imprest amount to be settled before the amount gets exhausted and at the year end to settle Rs.10,000/-. Instruct the concerned clerks not to do data entry of expenses incurred from imprest amount.

3. Any stationery items to be purchased from the University Store Department and bill should be only submitted by the concerned dept. and not stores department.
4. No Demand Drafts to be collected. Student fee collection only through online procedure strictly.
5. HoDs should take the advance for any event and programme by applying for the same 15 to 20 days before the event. This should be settled within 5 working days.
6. Advance payment to any vendor for procurement of any items will not be allowed from 01-04-2018.
7. Any pending fees (University share) and reimbursement of electricity and water charges amount to be deposited in the University Account till 04-04-2018.

III. Procurement procedures

Refer the Circular of University Finance & Accounts Department Vide Circular No. Ac/Finance2017-18/312 dated 01-09-2017 regarding the procedure for invitation & finalization of Quotation/Tender and procurement procedures to be followed.

This needs to be followed strictly.


30/3/18

(Kashinath T. Shinde)
Finance & Accounts Officer

Churchgate

1. HoD. Post Graduate Department of English
2. HoD. Post Graduate Department of Hindi
3. HoD. Post Graduate Department of Marathi
4. HoD. Post Graduate Department of Gujarati
5. HoD. Post Graduate Department of Sanskrit
6. HoD. Post Graduate Department of Political Science
7. HoD. Post Graduate Department of Psychology
8. HoD. Post Graduate Department of Music
9. HoD. Department of Education
10. HoD. Post Graduate Department of History
11. HoD. Post Graduate Department of Commerce
12. HoD. Post Graduate Department of Sociology
13. HoD. Post Graduate Department of Drawing & Painting
14. HoD. Post Graduate Department of Economics
15. HoD. Post Graduate Department of Guidance & Counseling
16. HoD. Post Graduate Department of Language Teaching
17. In-Charge Patkar Hall
18. In-Charge Hostel Churchgate & Juhu
19. Asst. Director, Department of Students Welfare
20. Asst. Director, Department of Physical Education
21. University Librarian, SHPT School of Library Science
22. University Librarian