

# 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/2019-20/16

Date: 05-04-2019

## 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.**

Sir/Madam,

In continuation to our Office Circular No.Ac/Finance/2017-18/312 dated 01-09-2017 and Ac/Finance/2018-19/35 dated 10-04-2018 it is hereby informed that the following procedure is to be followed by all the departments/institutions in all the three Campuses

- **No Post Facto sanction** will be allowed from the current financial year.
- Bifurcate budgetary provision and utilisation of the same equally in the whole year. A separate team (as per directives of Management Council) will be monitoring the accounting and utilization of budgetary provision instead of rushing and purchasing in March every year (Deadline mentioned in the circular).
- Duly follow the purchase procedure in following steps:-
  - Check Budgetary provision before sending proposals or planning.
  - Take Administrative Approval
  - If below Rs. 1 Lacs quotations can be called
  - If above Rs. 1 Lac and below Rs. 3 Lac web notification to be uploaded on the website.
  - If above Rs. 3 Lacs, E tender or E-Gem procedure to be followed
  - Any technical items, technology committee approval should be taken both for administrative and financial before sending for approval.
  - GST and PAN Numbers are compulsory for all the vendors on the basis of proforma invoice.
  - If GST number is not available then declaration from the vendor should be submitted

- If any event is planned kindly start approval process atleast one month in advance if the same has to go through only quotation process otherwise much before that since the whole year planning would have been done at the beginning of the year for the every year events.
- No Advance Payment should be made to any vendor on the basis of proforma invoice.
- The sanctions received late for the events will not be entertained.
- Budget utilization to be done from the beginning and after admission review to be taken by each Principal/Directors/Heads/Co-ordinators/In-Charge about variance between budgeted income & actual income and then expenditure to be curtailed to that extent.
- Budget heads will be locked in the software which means utilization of budget will be restricted to the budget provision.
- Deadline for accepting
  - Administrative - 15-02-2020 if e-Tender or web notification process has to be followed
  - 29-02-2020 if quotation process has to be floated.
  - Financial - 10-03-2020
  - Bills - 20-03-2020
- Sanctions with requisite documents and necessary papers including technical approval should be sent for processing the paper hassle free.
- Delegation of Power – Till the Budget Estimate 2019-20 is approved in Senate, only Hon. Madam Vice-Chancellor will have powers to approve all sanctions/expenditure. Once the budget is approved delegation of powers as per earlier financial year will be applicable.

This needs to be followed strictly.

( Janhavi P. Bhole )

Finance & Accounts Officer (Addl.Charge)

Copy submitted to :-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai – 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai – 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai – 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section – Standing Order File.