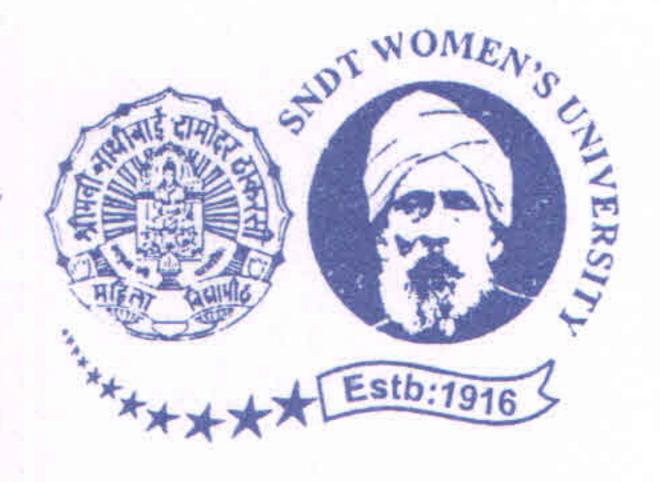
SNDT Women's University

1, Nathibai Thackersey Road, Mumbai 400 020

Phone: +91 22 2203 1879 Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी विद्यापीठ १, नाथीबाई ठाकरसी मार्ग मुंबई ४०० ०२०

Telegram: UNIWOMEN Website: sndt.ac.in

Date: 04-05-2022

Ac/Finance/2022-23/60 (

CIRCULAR

To,

Campus Co-ordinators of the University at Churchgate, Juhu & Pune Campuses.

Subject :- Petty Cash advance to campus Co-ordinators in Churchgate, Juhu and Pune .

Sir/Madam,

Considering the geographical locations and emergency situations that arise every now and then, this is hereby informed to provide yearly petty cash to campus Co-ordinators (Name of Campus Co-ordinator to be specified while taking advance) in advance proforma basis of each Campus of the University (Churchgate, Juhu and Pune) Rs.25,000/- which shall be settled on quarterly basis mandatorily.

Further they shall be allowed to incur expenditure upto Rs.10,000/- at their level by all applicable University procedures alongwith Bill cum proforma.

(Dr. Ruby Ojha

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.