



SHREEMATI NATHIBAI DAMODAR THACKERSEY  
**WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.  
Telegram : UNIWOMEN • Telephone : 2203 1879 • Fax : 2201 8226  
Website : www.sndt.ac.in

Ref. No. Ac/Finance/2013-14/346

6<sup>th</sup> September, 2013

**CIRCULAR**

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.

**SUB: Exemption from payment of Octroi under X Form Procedure.**

It has been noticed that in certain cases of procurement of material & use thereof for the charitable or research & development purpose, the Octroi Rules of the Brihanmumbai Mahanagarपालिका provides for the exemption from payment of the Octroi Duty. In order to avail the benefit of the provisions in the said rules & to ensure the use of such large amount of savings in the expenditure on account of Octroi Duty for more productive purpose, the issue of obtaining the Octroi Exemption Certificate of the SNDT Women's University & its Institutions/Departments/Centres was under active consideration.

**2.0** It is therefore pleased to communicate that the Brihanmumbai Mahanagarपालिका vide its letter No. OCT/334/IICCI dated 10<sup>th</sup> July 2013 has granted exemption from payment of Octroi under X Form procedure under Rule 5 Part I of the Octroi Exemption Rules. A copy of the said letter granting exemption to the SNDT Women's University is enclosed for ready reference along with the relevant extract of the applicable rule & the X Form for claiming the exemption from the payment of Octroi.

**3.0** It may also be noted that the said exemption from payment of the Octroi is granted on import of goods/articles for charitable purpose by tendering Form X in duplicate along with relevant documents at the time & place of import which will be considered on merits. However, exemption from the payment of Octroi on import of fixture, furniture, construction material, air conditioner, infrastructural material is not admissible which may be noted.

**4.0** In view of the grant of exemption from payment of Octroi under X Form procedure the work orders which were already placed but the delivery of the material is yet not effected & where according to the terms & conditions of the contract the vendor is supposed to bear the Octroi charges in the said case the Form X can be issued & the amount due & payable on account of the Octroi be recovered from the vendor. Henceforth barring few items mentioned hereinabove it shall be binding on the part of all concerned Head of Departments/ Directors to avail benefit of exemption from payment of Octroi under X Form procedure & it shall be further ensured that no expenditure on account of payment of Octroi is incurred unless permitted by the Competent Authority in exceptional emergent circumstances.

**5.0** Further in view of the condition to produce documentary evidence of use of the articles on which Octroi exemption is claimed within six months from the date of its import as per the provision of Sub Rule 3 of Rule 5 of the Octroi Exemption Rule all Head of Departments shall mandatorily submit the required details in the prescribed proforma as per ANNEXURE -I. It may be noted since the Octroi Exemption is granted on the condition that six monthly return as mentioned above shall be submitted without default, any failure to submit the said information or in case of any wrong information shall result in cancellation of the Octroi exemption privilege, therefore with utmost care & personal attention the ANNEXURE -I be submitted regularly on monthly basis with relevant document. In addition to the hard copy of the periodical return in ANNEXURE - I duly signed by the concerned Head of the Department the said periodical return in ANNEXURE -I also be forwarded through email at "afo@sndt.ac.in or accountant@sndt.ac.in without fail on or before 10th of the following month. In case of non- submission of the return it will be presumed as NIL return for the relevant month.

**6.0** All the concerned Head of the Departments are therefore requested to kindly note these instructions & also bring these instructions to the notice of staff working under the control.

This circular is issued with the concurrence of the Competent Authority.

  
Virendra Jadhavrao  
Finance & Account Officer  
S.N.D.T. Women's University

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 Controller of Examination, S.N.D.T. Women's University, Mumbai - 49.
4. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.

**ANNEXURE - I**

**PROFORMA FOR THE PERIODICAL RETURN OF INFORMATION  
IN RESPECT OF GOODS IMPORTED UNDER X FORM PROCEDURE  
(ALL WORK ORDERS & PURCHASE INVOICES TO BE ENCLOSED)**

**PERIODICAL RETURN FOR THE MONTH OF XXXXXX 2013**

**NAME OF THE INSTITUTION:**

<b>Sr. No</b>	<b>NEME OF THE VENDOR</b>	<b>PARTICULARS OF MATERIAL IMPORTED</b>	<b>INVOICE NO &amp; DATE</b>	<b>AMOUNT</b>	<b>REMARKS</b>

**DATE**

**SEAL OF THE INSTITUTION**

**SIGNATURE & DESIGNATION  
HEAD OF DEPARTMENT**



BRIHANMUMBAI MAHANAGARPALIKA

IN T-324 TICCI

10 JUL 2013

Office of the  
Dy. Assessor & Collector (Octroi)  
Shree Chhatrapati Shivaji  
National Market Building, 3rd floor,  
Mata Ramabai Ambedkar Marg,  
Mumbai-400 001.

To:  
S.N.D.T. Womens University,  
J.Nuthibai Thakersey Road,  
Charchgate, Mumbai-400020.

Sub: Exemption from the payment of octroi under  
'X' form procedure.

Gentlemen,

Ref: Your letter Dt.22.05.2013.

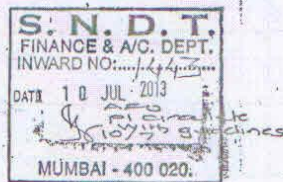
With reference to letter referred to above, this is to inform you that exemption from the payment of octroi on import of goods by the charitable justification for charitable purpose is admissible under Rule 5 part I of the Octroi Exemption Rules i.e. 'X' form procedure.

You may, therefore, claim exemption from the payment of octroi on import of goods/articles for charitable purpose by tendering form 'X' in duplicate duly filled in along with relevant documents at the time & place of import which will be considered on merits. However, exemption from the payment of octroi on import of fixture, furniture, construction materials, air conditioner, infrastructural material is not admissible, which please note.

You are also requested to produce documentary evidence of use of the articles on which octroi exemption is claimed within six months from the date of its import as per the provision of Sub Rule 3 of Rule 5 Part I of the Octroi Exemption Rule.

Yours faithfully,

  
Dy. Assessor & Collector (Octroi)



FORM 'X' (Vide Rule 5 Part I)

(Form of application to be used by Charitable Institution for claiming exemption from Octroi to be submitted in duplicate).

To,  
The Deputy Assessor and Collector (Octroi),  
Municipal Corporation of Greater Mumbai,  
Mumbai.

Sir,

I, (Importer) Registrar, S.N.D.T. Women's University, Churchgate, Mumbai 400 020. Complete address: S.N.D.T. Women's University, 1, Nathibai Damodardas Thackersey Road, Mumbai 400 020. Do hereby declare that the articles mentioned below are imported for a charitable purpose viz. Educational and Research.

I further declare that the Institution is registered as Charitable Trust with Bombay Public Trust Registration Office. (State the authority with which the trust is registered).

The Registration No. is E-2152 (Bombay) dated 8<sup>th</sup> June, 1961.

I undertake to produce the necessary evidence with regard to the distribution or use of the article in question within six months of their importation failing which I shall be held liable to pay octroi due to the said articles.

I have, therefore, to request that the articles may be exempted from octroi under Section 195-1A9(ii) of the Bombay Municipal Corporation Act.

**PARTICULARS**

Date and place of import

Bill of Entry No./Railway Receipt No./Goods Consignment Note No./Air Consignment Note No. and date

Name of the Steamer/Wagon No./Vehicle No.Etc.

Number and description of the articles imported

Weight (Gross and net)

Value of the articles \_\_\_\_\_ Octroi due \_\_\_\_\_

Yours Faithfully,

Date :-

Seal of the Institution

(Signature and designation)

ExemptionsPART I :- Exemptions from Octroi Under Section 195-IA (I) (ii) and (iii)

5. Exemption of Articles Imported by Charitable Institution for Charitable Purpose.

No claim for exemption from Octroi under section 195-1A(II) shall be entertained unless:

- (1) Application for the same in the form 'X' duly signed by either an official empowered by the Charitable institution or by a duly constituted attorney on its behalf is tendered at the time of import and
- (2) The applicant declares that the articles are imported for the charitable purpose as specified in the rules.
- (3) The applicant guarantees to produce within six months or within such extended period as may be allowed by the Commissioner, the necessary evidence that the articles so imported have used for fulfilling the charitable purpose for which the articles is/are imported.