



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

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Ref. No.

Ac/Finance/2013-14/332

26th August 2013

CIRCULAR

To,

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

Subject: - Opening of the SAVING BANK ACCOUNT with the Canara Bank, SNT Women's University Juhu Campus Branch

It has been noticed considerable delay in getting the bank statements from various banks at various campuses, where the SNT Women's University/Departments/Institutions & Self Supporting Units under the present banking arrangement & therefore monitoring the financial position for resource mobilization on daily basis is indeed very difficult also a major challenging job to manage the financial affairs besides reconciliation of voluminous transactions. Further lot of inconvenience is being caused for transfer of funds for the investments or intra institutional transfers due to different regulations practiced at every bank. Further these various banks are charging heavy amounts towards bank charges on account of issue of cheque book, transfer of funds, issue of demand drafts etc.

2. In view of the facts mentioned above a need for an integrated banking solution to meet the requirements of an efficient banking as well as for effective decision making support to mobilize the resource was felt very much in the current scenario, in order to streamline the financial management at SNT Women's University. We have already suggested one integrated banking solution vide circular no. Ac/Finance/2012-13/515 dated 12.12.2012 to open Savings Bank Account with Axis Bank which will help us to save bank charges as well as time in clearance of cheque and intra transfer of funds.

3. As you are aware that SNT Women's University maintains its all main savings bank accounts in Canara Bank, New Marine Lines Br. for last so many years keeping in view the efficient services, status of nationalised bank & remission granted in respect of the bank charges etc., a Request For Proposal was made to explore one more alternative integrated banking solution. Canara Bank has extended its efficient banking solution by opening its branch at SNT Women's University, Juhu Campus which has been operationalized wef. 26th August 2013.

4. Further the cost effective proposal of the Canara Bank was finally considered & approved as integrated banking solution in addition to the Axis Bank on the following lines:

1/2012-13/181 dated 12th July 2012 which are scrupulously be followed by the each Head of the Department/Institution who receives cash or cheques & shall without further delay deposit the same by Challan in to Department Institutional Collection Account if the receipt is pertaining to the Department or Institution & if the receipt pertains to the University then the said amount shall be deposited in the Collection Account of the SNDTWU as per Circular Guidelines No. AC/Finance/2013-14/244 dated 19th August 2013. Further Circular Guidelines No. AC/Finance/2013-14/154 dated 14th August 2013 & the Circular Guidelines No. AC/Finance/2012-13/29 dated 5th April 2013 should be strictly followed. A Bank Challan proforma is already issued to the departments for the deposition of money into the Collection Account which is mandatory for ready reference the same is attached as per Annexure - II. Further the concerned Head of the Department/Institution will be responsible for the proper Classification & Accounting of all receipts in addition to the person looking after the work.

7. Those making payment to the University are advised that henceforth cheques should not be accepted against the receipts & only Demand Draft or Banker Pay Slip to be accepted for receiving money by the Department/Institution or on behalf of SNDTWU & the same shall be drawn in the name of or made payable to 'FAO, SNDT Women's University, Collection Account' in case of receipts pertaining to the SNDT Women's University. The financial transactions shall be considered henceforth in rounding to the nearest rupee.

8. In view of the provision of the Account Code and standard guidelines herein above, it is therefore obligatory on the part of the concerned Head of the Department to initiate the process of opening of new Bank Account with the Canara Bank separate for Collections and Payments.

9. All the concerned Head of the Departments are requested to send their letters for changing Bank account with resolution copy of Present signatories by 15.09.2013.so we can activate all banks Accounts by 30.09.2013

10. Canara Bank has opened Branch at SNDTW University Juhu Campus from 26th August 2013 and the opening of the branch at Pune campus is in process.

Further, the following key Bank officials are authorized by the Canara Bank to look after the process of opening of the savings bank accounts & shall attend query if any in the said regard.

Sr. No.	Name of Official	Designation	Purpose	Mobile
1.	Shri. S.M.Sawant	Branch Head	Account opening & Operating official	9892013292

11. All the concerned Head of the Departments are therefore requested to note these instructions & also bring these instructions in writing to the notice of staff working under the control. Further these Circular guidelines are applicable only to the SNDT Women's University/Departments/Institutions & Self Supporting Units located at Juhu Campus.

- The Canara Bank has agreed to offer the following prime facilities to the SNTD Women's University & all other Institutions/Self Supporting Institutions through its coordinating branches at Churchgate, Juhu & Pune.
- Operating Savings Bank Account with various facilities as per Annexure – I.
- Doorstep collections of cheques from the Institutions at "NIL "charges.
- Fee collection through various branches at " NIL ". Charges for Fees collection through other electronic modes at nominal charges as agreed (will come in force whenever IT compatibility is created).
- ATM at our premises subject to evaluating the feasibility.
- Salary accounts all employees with various concessional loan products.

5. In view of the above following procedural guidelines are issued for effective implementation & smooth transition of banking with the Canara Bank, SNTD Women's University Juhu Campus Branch:

- i. All the Departments / Institutions as well as Self Supporting Units shall with the Canara Bank, SNTD Women's University Juhu Campus Branch open 2 Savings Banks' Accounts earmarking one bank account as "Collection Account" & another as "Payment Account" to facilitate easy reconciliation & maintain trails of receipts & payments. No Current Bank Account is permitted.
- ii. The present bank accounts with other banks shall continue till November 2013 & will not be closed till further orders or until all the cheques issued are honored whichever is earlier.
- iii. The Department/Institution or Self Supporting Unit of the SNTDWU shall open Savings Bank Account in the name of "Head of Department/Principal/Director of the xxxxx Institute" in the following manner:
 - a. SNTDWU < Name of the Department/Institution><Juhu>Collection Account
 - b. SNTDWU< Name of the Department/Institution><Juhu>Payment Account
- iv. The Savings Bank Accounts of the Department/Institution shall be operated jointly by the authorized signatories in the following manner & accordingly request proposal for the issue of resolution may please be submitted to the Finance & Accounts Section:
 - a. Head of Department / Director or Principal of the Institution or Self Supporting Unit
AND
 - a. Associate Professor/Asst. Professor of the Department/Institution
OR
 - a. Any other Head of Department or Institution or Self Supporting Unit

6. The Circular Guidelines in respect of "Receipt of money & remittances of daily collections to the SNTDW University/Institution bank account" were already issued vide Circular No. FAO/CR-

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

Freebies offered by the Bank for Savings accounts

Initial Balance-Zero

Features	Facilities/concession
ATM cash withdrawal per day	Rs. 50,000 per day
Statement of Account through e- mail	Free every 15 days
SMS alerts	Available
Inter Bank Mobial payment System	Available
NEFT/RTGS	Free
Name Printed Cheque	Free up to 300 Cheque Leaves p.a.
Credit Card with free personal accident insurance coverage	First year free of charge
Debit/Credit card to a/c holder	Platinum Card with Photo
DEMAT a/c	Available
Instant credit of out station cheques	Maximum outstanding not to exceed Rs. 150,000/- at any time. In case of new customers the immediate credit is to be accorded only after standard period of 3 months. Charges as applicable
Net Banking	Free
DD Chagres	Charges fully waived
Standing Instruction	Free
FEATURES	Facilities /Concessions
Cash remittance/ deposits - Intra city –At Base and local Non Base Branch- Charges for CBS	- No charges for cash deposit up to Rs. 10,000/ per day account - Beyond Rs. 1,00,000/ service
Branches	Charges are 1% per 1000/ with

**COPY OF THE AXIS BANK
SNDT WOMEN'S UNIVERSITY
BANK CHALLAN FOR DEPARTMENTAL RECEIPT OTHER THAN
STUDENT FEE**

CHALLAN NUMBER	
DATE OF DEPOSIT	
NAME OF DEPOSITOR	
PAN NO.	
MOBILE NO.	
DRAWEE BANK NAME	
DRAWEE BRANCH	
DD NO. / CASH	
DATE OF DD	
DEPOSITED IN BANK ACCOUNT NO.	
PARTICULARS OF PAYMENT	
NAME OF THE DEPTT/ INSTITUTE:	
CODE OF THE DEPTT/ INSTITUTE	
MAJOR HEAD NAME:	
MAJOR HEAD CODES	
SUB HEAD NAME:	
SUB HEAD CODES	
DETAILED HEAD NAME:	
DETAILED HEAD CODE	
DETAILED HEAD NAME:	
DETAILED HEAD CODE	
DETAILED HEAD NAME:	
DETAILED HEAD CODE	
DETAILED HEAD NAME:	
DETAILED HEAD CODE	
TOTAL RS.	
Amount in Rupees (in words)	

SEAL & SIGNATURE OF HOD /
PRINCIPAL / REGISTRAR / FAO

SIGNATURE OF DEPOSITOR

STAMP & SIGNATURE OF BANK

**COPY OF THE SNDTWU/DEPARTMENT//INSTITUTE
SNDT WOMEN'S UNIVERSITY
BANK CHALLAN FOR DEPARTMENTAL RECEIPT OTHER THAN
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