



SHREEMATI NATHIBAI DAMODAR THACKERSEY

## WOMEN'S UNIVERSITY

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Ref. No.

SPP/2013-14/90

23rd August, 2013

### CIRCULAR

To,

1. All Principals of the Centers conducted by SNDT Women's University.
2. All Directors/Heads/Coordinators/In-charge of the SNDT Women's University Departments at Churchgate, Juhu & Pune Campuses.

### **SUB: Revised Procedure for payment of Unaided Salary & other related payments....**

In order to achieve the objectives of the fiscal discipline & strengthen the financial position for better fiscal sustainability each Department/Institution/Center has been empowered through adequate Budgetary provisions allowing to retain the revenue pertaining to their respective share & it is only expected to remit the share of SNDT Women's University/Examination Section to the concerned Bank Accounts of SNDT Women's University. Though the new Budgetary System based on Chart of Account came in to existence from 1.4.2013, the SNDT Women's University continued to reimburse expenditure of concerned Department/Institution/Center as a support mechanism in the absence of realization of fee & other related income. Therefore in the said regard Circular Guidelines in respect of remittance of the Fees & Management of Receipts & Expenditure were issued vide Circular No. Ac/Finance/2013-14/244 19<sup>th</sup> August, 2013 in order to simplify & streamline the financial processes.

2. In view of the above guidelines, as per revised procedure henceforth wef. 1.9.2013 all the expenditure related to the payment of pay and allowances & related claims of all employees falling under the Unaided Category (Salary of September 2013 paid in October 2013) of the Department/Institution/Center shall be incurred out of the revenue receipts available with the Department/Institution/Center. Therefore the Department/Institution/Center will henceforth prepare the pay bill for un-aided staff as usual however the payment will be made directly from the revenue receipts generated by the Department/Institution/Center in accordance with the budgetary provisions and upon payment only copy of the pay bill will be sent to the SPP section of SNDT Women's University for information.

3. The detailed guidelines in respect of the pay bill processing are issued as under:

- a) Currently the SPP Unit at the University has been drawing & disbursing the pay and allowances of the Aided and Unaided employees of the University and it's Departments/Institutions/Centers. The Pay and Allowance of all employees falling under the Aided

category (Teaching & Non-teaching) have been paid from the Salary Grants received from State Government and for all employees falling under the unaided category from the revenue receipt of the Departments/Institutions/ Centers. The University is solely disbursing the Pay and Allowances, arrears etc. to all Employees of the University i.e. Aided and Unaided.

b) The Budgets for the Financial Year 2013-14 of the University and its Departments/ Institutions/Centers have been duly approved & communicated. In accordance with the budgetary provision it is now expected that the Budget Controlling Officers operate their Receipt and Expenditure for the financial year 2013-14. The concept behind is to provide financial autonomy to certain extent of budgetary provisions & to increase the efficiency of the financial management practiced at the level of Departments/Institutions/Centers.

c) In order to effectively implement the new initiative as a part of meeting one of the requirement criteria of e-Vetan henceforth the work flow methodology for the drawal of pay and allowances is linked with the entries of service book record. Therefore the record of Leave, Increments, LTC etc. can be simultaneously updated & facilitate appropriate drawal of claims related to Pay & Allowances & subsequent recovery of overpayment can be avoided. The procedural changes as per guidelines will be effected from 1/8/2013 as follows:

(i) GAD shall provide month wise input with details on the following to the SPP Unit, for drawal of Pay and Allowances of in respect of all employees falling under the Aided & Unaided Category of the University on or before 20<sup>th</sup> of the month:

- (a) Increment Details & Amount of Increment with copies of Increment Certificate.
- (b) Number of records pertaining to Leave Without Pay, Grant of Half pay leave etc. with sanction orders.
- (c) Details of New appointments, Date of Retirement of employees, Pension Cases etc.

(ii) HOD's of the concerned Departments/Institutions/Centers will provide the following details to the GAD on or before 20<sup>th</sup> of the month & accordingly GAD shall after verification provide to the SPP unit the following information:

- (a) Confirmation & Disbursement Certificate every month about the Pay and Allowances in respect of all employees falling under the Aided Category.
- (b) Increment Details & Amount of Increment with copies of Increment Certificate of all employees falling under the Aided Category.
- (c) Reconciliation Statement of current month's Salary Pay Bill with the previous month & a Change Statement shall be prepared.
- (d) Every month Utilisation Certificate be provided stating that the salary Grants provided are utilized & there is no unspent balance available or otherwise details if any of undisbursed amount need to be provided.


- (e) Pay bill for all employees falling under the Unaided Category will be prepared & shall be passed by the Respective Departments/Institutions/Centers and certificate for the same will be issued.
- (f) The claims in respect of all non grant-in-aid allowances like Overtime, Additional Allowance to Non Teaching Staff, Extra allowance (if any) etc. shall be prepared & drawn through a separate Supplementary Bill in respect of Aided Pay & Allowances.

4. Further it is also hereby advised that henceforth wef. 1.9.2013 all the payments related to salary of all employees falling under the Unaided Category shall be effected at the level of the concerned Departments/Institutions/Centers & all the payments related to salary of all employees falling under the unaided category so far released by the SNDT Women's University until realisation of the Fee Receipts of the Department/Institution/Center during the period April 2013 to August 2013 shall be treated as an advance which will be required to be repaid to the University once the admission process is over.

5. All the concerned Head of the Departments/Institutions/Centers are therefore requested to kindly note these guidelines & also bring these instructions to the notice of staff working under the control.

6. This Circular Guidelines shall come into effect from 1<sup>st</sup> September, 2013 and shall be applicable to all Department/Centers/Institution except various Sections under the University.

These Circular Guidelines are issued with the concurrence of the Competent Authority.

  
**Virendra Jadhavrao**  
**Finance & Accounts Officer**  
**SNDT 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.