



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: sndtwomensuniversity.in

Ref. No.

Ac/Finance/2012-13/474

Date :- 19-11-2012

## Circular

1. All Principals of the Colleges conducted by SNDT Women's University.
2. All Directors /Heads/ Co-ordinators/ Incharge of the University Departments at Churchgate, Juhu and Pune Campus.

### **Subject: Financial Approval for the Purchase/Expenditure**

It has been noticed in most of the proposals submitted for obtaining of the Financial Approval, that the proposals submitted are either not in the prescribed proforma or do not provide necessary details that are required for the consideration of the Financial Approval e.g. need and justification of the material / equipment, availability of the budget provision, reasonability of rates in comparison with market rates, technical/commercial comparative statement etc. Therefore the issue of streamlining the procedure of obtaining Financial Approval was under active consideration.

2. In order to ensure timely utilization of the budgetary provisions vis-à-vis meeting funding requirements the functional activities proposed under various academic programmes, it is advised that while submitting the proposal for Financial Approval, it is to be first ensured that the necessary Administrative Approval has been obtained and wherever required the necessary prior approval of the respective authorities i.e. Purchase Committed etc. has been obtained.

3. Therefore, in view of the felt need to simplify and accelerate the process of Financial Approval, it has been decided that henceforth the proposals for obtaining of the Financial Approval are expected to be submitted by the HoDs, invariably in the prescribed proforma as per **ANNEXURE** after compliance on the following points:

- (a) Detailed Justification for the procurement & need for purchase/ expenditure to be clearly mentioned in the proposal.
- (b) Certification regarding reasonability of rates in comparison with market rate is to be given after due verification.
- (c) Letters inviting Quotation are required to be issued through Outward and also the date of receipt of quotations in the inward sectionalsoto be recorded. Further the date of opening of the quotationsby the members of the Quotation/Tender Opening Committee is to be appropriately mentioned on the envelope as well as on the commercial bid under the signature of the concerned members and HoD.

- (d) Comparative Statement considering detailed Technical Specification in Technical Comparative Statement and Commercial Comparative Statement with all commercial costs are to be prepared and duly signed by all the concerned members of the Quotation/Tender Opening Committee & HoD. Further eligibility of the tenderer is to be properly evaluated after verification of the Xerox documents provided with the Quotation/Tender. After confirming the eligibility of the vendor.
- (e) Technical evaluation is important part of proposal therefore before submission of the proposal for Financial Approval, it is necessary for the HoD concerned to confirm that the proper Technical Evaluation is done & certified by the Technical Committee wherever required & that the proposal is recommended after due consideration on this account. Therefore wherever required the prior technical approval of the Competent Authority is to be obtained.
- (f) Whether the sufficient budget provision for meeting the expenditure on the item is available during the current financial year and the same is mentioned in the proposal for Financial Approval need to be confirmed.
- (g) PAN card copy of all parties attached for the purpose of TDS deduction to be obtained.
- (h) VAT TIN Number is to be obtained for all tenderers and to be provided along with the quotations / Tenders for purchase.
- (i) The items in stock to be checked before making the procurement to avoid unnecessary procurement.
- (j) Details in original of all the Quotations / Tender Documents received along with enclosures duly certified to be provided with the proposal in prescribed proforma for obtaining the Financial Approval of the Competent Authority.
- (k) All the proposals of Financial Approvals to be recorded in the separate register so as to maintain the record of the Financial Approval.
- (L) Standard Proforma for the purpose of submission of the proposal for Financial Approval is provided as per **ANNEXURE** and also made available on the website for download.

**4.** In view of the above instructions regarding streamlining of the process of obtaining the Financial Approval, it shall be obligatory on the part of the concerned HOD & the person looking after the work to ensure that the proposal for obtaining of the Financial Approval is invariably submitted in the prescribed proforma as per **ANNEXURE** & complete in all respect. It is further instructed that even for the Financial Approvals at the HoD level, the prescribed proforma to be strictly used for recording each & every Financial Approval.

**5.** It may please be noted that henceforth only proposals received in the prescribed proforma will be entertained in the Finance & Accounts Sections & simple communication by letter with bills will be returned.



6. All the concerned Head of the Departments are therefore requested to note these instructions & communicate in writing to the notice of staff working under the control.

This circular is issued with the concurrence of Hon. Vice Chancellor, SNDT Women's University.



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**  
**PROFORMA FOR SUBMISSION OF THE PROPOSAL FOR FINANCIAL APPROVAL**

Name of the Department

Proposal No

Date

**Subject :- Proposal for Financial Approval for Procurement of**

The following proposal is submitted for the Financial Approval:

**A. Details of procurement (More details as per enclosures):**

Sr. No.	Details of Procurement with brief Technical Specification	Qty.	Estimated Cost Per Unit	Quotation/Tender/RC I Cost Per Unit	Total Cost & Remarks

**B. Details of the Administrative Approval obtained for the Procurement:**

Sr. No.	Administrative Approval Reference Number & Date	Sanctioning Authority	Budget Item Code No	Amount Rs.

**C. Details of the purchase procedure followed while outsourcing Services/ Purchase of stores materials equipments etc. (Xerox Copy of the Notice Inviting Quotations/ published Tender Notice / RC to be provided). DGS & D or GoM Rate Contract No.**

Advertisement Published Date:

Name of the Newspaper:

Sr. No	Details of the Quotations /Tenders received & Names of Vendors	No of Unit	Rate per Unit	Total Value	Remarks



**D. Details of the Purchase Committee Approval obtained if any:**

Sr. No.	Purchase committee Approval Meeting Resolution No. & Date	Quantity	Rate / Unit	Total Cost Incl. of all Taxes	Purchase Committee Remarks if any

**E. Budget Head & Provision-Financial Year:**

(a)	<b>Budget Provision for the Current Finance Year in Rs.</b>	
(b)	<b>Cumulative Expenditure incurred so far in Rs.</b>	
(c)	<b>Balance Provision available for the proposed expenditure in Rs.</b>	

**F. Recommendation & justification of the HoD regarding procurement & the Acceptance of Quotation / Tender:**

Sr. No	Name of the Vendor Recommended & Particulars of Tenderers	No of Unit	Rate per Unit	Total Value	Justification Remarks

**G. Any other remark of Administrative Importance for consideration of the Proposal:**

I attach herewith details in original of all the Quotations / Tender Documents received along with enclosures. Further I have confirmed that the Technical & Commercial Comparative Statement is duly signed by all the members of the Quotation / Tender Opening Committee & the same are attached as enclosure.

Certified that the material proposed for purchase is required for the immediate use & I am personally satisfied that these goods proposed for purchase are of the requisite standard quality and specification & the same are being purchased from a reliable supplier. It is further certified that the recommended rates are reasonable in comparison with the current market rates.

the Department  
(Name & Designation)

HoD/Principal/Director  
(Office Stamp)

Accountant of  
(Name & Designation)

**PROFORMA FOR RECOMMENDATION OF PROPOSAL FOR FINANCIAL APPROVAL**

**Subject :- Proposal for the Financial Approval for Procurement of**

**Ref: Finance & Accounts Section - Proposal Inward No.**

The following proposal is submitted for the Financial Approval as per details provided by the HoD.in the proforma prescribed for obtaining the Financial Approval:

**A. Recommendation made by the concerned HoD regarding procurement &the Acceptance of Quotation / Tender:**

Sr. No	Name of the Vendor & Particulars of Procurement	No of Unit	Rate/Unit Rs.	Total Value & Taxes Rs.	Competent Authority for Financial Approval

**B. Remarks / Recommendation of the Finance & Accounts Section:**

**FINANCE & ACCOUNTS OFFICER**

**C. Remarks / Recommendation of the Registrar:**

**I do/do not recommend the proposal for the Financial Approval.**

**REGISTRAR**

**D. Order of the Hon. Vice Chancellor:**

**I do/do not approve the proposal for the Financial Approval.**

**VICE-CHANCELLOR**