



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

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Ref. No. Ac/Finance/2013-14/244

19th August, 2013

CIRCULAR

To,

1. All Principals of the Colleges 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: Remittance of Fees & Management of Receipts & Expenditure...

The approved Budget in respect of the SNDT Women's University and its Institutions /Departments /Centers for the Financial Year 2013-14 has already been communicated for the implementation. In accordance with the budgetary provisions, now it is expected to efficiently manage the financial affairs of the concerned Institutions /Departments/ Centers falling under the respective Major Heads/Sub Heads/Detailed Heads of the receipt & expenditure. However it has been noticed from the past experience that some of the Institutions/Departments/Centers make inordinate delay in remittance of the fees collected by them in to the respective Bank Accounts of the University which adversely affects the cash flow. Therefore the issue of issuance of guidelines to streamline the process was under active consideration.

2.0 Further in order to achieve the objectives of the fiscal discipline & strengthen the financial position for better fiscal sustainability each Institutions/Departments/Centers 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/Exam, to the concerned Bank Accounts of SNDT Women's University . Though the new budgetary system based on chart of A/c came in - to existence from 1.4.2013 the SNDT Women's University continued to reimburse expenditure of concerned. Department/Institution/College as a support mechanism in the absence of realization of fee& other related income.

3.0 In view of the detailed classified current Budgetary Provisions in accordance with the Chart of Accounts, the Institutions/Departments/Centers are now expected to remit only the share of University Fees like Diary Fee, e-Suvidha Fee, Disaster Management Fee, Ashwmedh/Avishkar/Indradhanushya Fee, Students Welfare Fee, Sports Fee & 50% share in the Development Fee well with in time & shall retain the own share of fees to defray their expenditure rather than submission of the proposals to the University for reimbursement of the expenditure. In fact henceforth the expenditure shall be incurred in accordance with the budgetary provisions at the level of Institutions/ Departments/

Centers out of the fees earmarked for the concerned Institutions/Departments/Centers thus resulting in saving of time, processing redundancy & to some extent enjoying the partial financial autonomy on the road map of fiscal sustainability.

4.0 It is therefore requested that henceforth kindly deposit the entire fee collection from the students in to your Institutional Bank account and only share of respective Fees pertaining to the SNTD Women's University be deposited through prescribed bank challan providing the appropriate code allotted to the concerned Receipt Head in to the respective Bank Account as per details provided below:

Sr. No.	Nature of Fees	Entitlement of Fees	Name of the Savings Bank Account, Number, Bank & Branch	ISFC Code
1	<p>A. AIDED PROGRAMME: Tuition Fee, Diary Fee, e-Suvidha Fee, Disaster Management Fee, Indradhanushya/ Ashwmedh / Avishkar Fee, Enrollment Fee, Medical Fee, Students Welfare Fee, Sports Fee, Eligibility Fee & 50% share in the Development Fee</p> <p>B. UNAIDED PROGRAMME: Diary Fee, e-Suvidha Fee, Disaster Management Fee, Indradhanushya/ Ashwmedh / Avishkar Fee, Enrollment Fee, Medical Fee, Students Welfare Fee, Sports Fee, Eligibility Fee & 50% share in the Development Fee, 10% share in Tuition Fee, 10% share in Lab Fee</p>	SNTD Women's University	"Finance & Accounts Officer, SNTD Women's University Collection" Savings Bank A/c No. 1389101071417 at Canara Bank New Marine Lines, Mumbai-400020	CNRB0001389
2.	Examination related Fees	Examination Section	"Registrar, SNTD Women's University (Examination Educational Institutes Receipts)" at Union Bank of India, Juhu tara Br., Juhu, Savings Bank Account No.369102010802223	UBIN0536911

4.1 However the fees pertaining to the Library & Examination Section be remitted directly to the respective Section for further deposition in their concerned bank accounts & the information about number of the students enrolled along with eligibility form shall be submitted to the Academic Section for the purpose of determination of the eligibility.

5.0 Further to it is hereby advised to note that henceforth wef 1.8.2013 the system of making reimbursement of the petty cash payments/expenditure related to your department has been discontinued therefore no Institution/Department/Center shall prefer such claims to the SNDT Women's University against remittance of University share of fees. It may also be noted that any such payment made to your Institution/Department/Center by the SNDT Women's University during April 2013 to July 2013 pending generation of revenue till the commencement of admission process shall be treated as an advance in the books of accounts & the same shall be settled after the finalisation of the admission process & collection of fees.

6.0 In view of the above guidelines henceforth wef. 1.8.2013 all the expenditure of the Institution/Department/Center including the payment of pay and allowances of un-aided staff (Salary of August 2013 paid in September 2013 shall be incurred out of the revenue receipts available with the Institution/Department/Center. i.e. the department will prepare the pay bill for un-aided staff and the payment will be made directly from the revenue receipts of the department and only copy of the pay bill will be sent to the SPP section of SNDT Women's University for information. The detailed guidelines in respect of the pay bill processing will be issued separately in due course.

7.0 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.

8.0 This Circular guidelines shall come into effect from 1st August, 2013 and shall be applicable to all Departments/Colleges/Institution except SNDT Women's University Sections.

This circular guidelines are 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.