

**Annexure**  
**S.N.D.T. WOMEN'S UNIVERSITY**  
**1, Nathibai Thackersey Road, Mumbai - 400 020**

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

**Proposal No.**

**Date:**

**Subject: - Proposal for Administrative Approval for Purchase of Stores Material/  
Equipment/Machinery or Outsourcing of Services etc.**

Department Name

**A. Details of Purchase**

<b>Sr. No.</b>	<b>Details of Store Material (Without Make) &amp; Details of Required Technical Specification</b>	<b>Qty</b>	<b>Total Estimated Cost &amp; Taxes</b>	<b>Procurement Plan &amp; Present Stock</b>

**B. Details of Outsourcing of Services**

<b>Sr. No.</b>	<b>Particulars of Services</b>	<b>Period</b>	<b>Estimated Cost &amp; Details of Taxes</b>	<b>Reasons for outsourcing services</b>
<b>1.</b>				

**C. Justification & need for outsourcing of Services/purchase of store material/equipment**

**Sign & Stamp of HoD.**

**D. Approval of Technology Committee with remarks**

(Chairperson)

(Member)

(Member)

**F. Approval with Remarks of Estate Section**

**Sign & Stamp of University Engineer**

**Circular guidelines – Administrative Approval – F**

**G. Budget Head**

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

H. Procedure to be followed while outsourcing services purchase of store materials:  
i) Sealed Quotations/tenders ii) Annual Rate Contracts (RC) iii) Purchase directly from the DGS & D or Government of Maharashtra RC iv) GEM

I. Any other remark of Administrative Importance

As per the Delegation of Power Administrative Approval of **Madam Vice Chancellor** is required for outsourcing of services/purchases as proposed above, which may be accorded for an estimated expenditure of **Rs. /-**

I hereby undertake to obtain the approval of Purchase Committee in respect of such items where individual cost of each item exceeds Rs. 10 lakh at a time before actual procurement.

**Accountant of the Department**                      **(Office Stamp)**                      **HOD/Principal/Director**

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**(i) Remarks/Recommendations of the Registrar**

**REGISTRAR**

**(ii) Remarks of the Finance & Accounts Section:**

**Jr./Asst. Accountant**

**Accountant/AFAO**

**DFAO**

**(iii) Remarks of the Finance & Accounts Officer:**

**FINANCE & ACCOUNTS OFFICER**

**(iv) Order of the Hon. Vice-Chancellor:**

**I do/do not approve the proposal for Administrative Approval**

**VICE-CHANCELLOR**