

**ANNEXURE - 9**

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

**COMPARATIVE STATEMENT SHOWING PROPOSED STAFFING PATTERN AT SNDT WOMEN'S UNIVERSITY**

**Abbreviation O-Officers, S- Supervisory Officers, A-Assistants**

Sr. No.	Unit & Function	Particulars of work	Staffing pattern at Shivaji University			Staffing Pattern as per Account Code			Staffing pattern Proposed at SNDTWU		
			O	S	A	O	S	A	O	S	A
1.	Receipt Unit  All receipts & remittances in Bank	<ul style="list-style-type: none"> <li>To prepare receipts of all money received in the form of cash including cheques, demand drafts, postal orders, blank receipt books etc.</li> <li>To deposit cash, cheques, Demand Drafts in bank</li> <li>To maintain daily receipt register</li> <li>Reconciliation of receipts with banks</li> <li>Printing and distribution of receipt books</li> <li>To prepare fee structure of various courses.</li> </ul>	0	1	4	0	1	4	0	1	4
2.	Payment Unit Cheque Section  Drawal of all cheques of the passed bills	<ul style="list-style-type: none"> <li>Custody and accounting of cheque books and other valuables.</li> <li>To draw cheques for all types of payments.</li> <li>To maintain Cheque Drawn Register.</li> <li>Drawl of fresh cheques in lieu of lost cheques.</li> <li>Delivery of cheques.</li> </ul>	0	1	2	0	1	4	0	1	4

3.	<p>Books of Accounts Unit</p> <p>Cashbook Section</p> <p>Maintenance of Cash/bank Book, bank Reconciliation, All Investments, Classified Register, Advance Deposit Registers, Receipt-payment Accounts, Balance Sheet (Annual Accounts), Maintenance &amp; Presentation of Records,</p> <p>Statutory &amp; A.G &amp; all other Audit Works</p>	<ul style="list-style-type: none"> <li>• Cash payments at cash counter through cashier.</li> <li>• Custody and maintenance of all voucher files and the investment receipts.</li> <li>• Maintenance of Cashbook and voucher files.</li> <li>• Responsibility of audit.</li> <li>• All the Utilisation Certificates.</li> <li>• Reconciliation of receipt and expenditure.</li> <li>• Annual Accounts.</li> <li>• Registers maintained viz. <ul style="list-style-type: none"> <li>a. Cheque/DD/IPO, credited but not realized</li> <li>b. Consolidated Receipt / Payment Account</li> <li>c. Budget Head wise Receipt-Payment</li> <li>d. Bank Transactions</li> <li>e. Bank wise Receipt / Payment</li> <li>f. Date wise Bank Abstract</li> <li>g. Budget Group wise Consolidated Receipt</li> <li>h. Budget Group wise Detailed Receipt</li> <li>i. Budget GroupWise Consolidated Payment</li> <li>j. Budget Group wise Detailed Payment</li> <li>k. Cheque Issued but not encashed</li> <li>l. Budget wise Daily Cash/Bank Receipt</li> <li>m. Budget head wise bank Payment for the date</li> <li>n. Department wise Receipt (Form No.31)</li> <li>o. Department wise Payment</li> <li>p. Income Tax Deduction Report</li> </ul> </li> </ul>	0	1	4	0	1	6	<b>0</b>	<b>1</b>	<b>6</b>
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4.	Pay Bills and Provident Fund Unita)All Pay, Honorarium Overtime Bills & Relevant Workb) PF - all advances withdrawals & all type of GPF & CPF Bills & relevant Work	<ul style="list-style-type: none"> <li>• Timely preparation of monthly pay bills of all the employees including daily wages, honorary teachers, chair professors, co-ordinators, honorarium to visiting faculties &amp; Guest lecturers.</li> <li>• Disbursement of Provident Fund Advances/ Withdrawals.</li> <li>• Supplementary bills such as - Leave Travel Concession Bills, Leave Encashment Bills, 10% additional charges Bills, Medical Reimbursement Bills, Arrears Bills.</li> <li>• TDS and Income Tax Returns.</li> <li>• Issue of Income Tax Form No.16.</li> </ul>	0	1	5	0	1	6	<b>0</b>	<b>1</b>	<b>6</b>
5.	Examination Bills Unit All bills pertaining to Examination	<ul style="list-style-type: none"> <li>• Timely preparation of advance bills and advance recoupment bills pertaining to Examination Department.</li> <li>• Scrutiny and prepare vouchers for payment of advances to examination centres, colleges, CAP Centres and employees attending confidential examination work of university.</li> <li>• Advance adjustment bills.</li> <li>• Maintain a register for the advances paid for examination work.</li> </ul>	0	1	2	0	1	5	<b>0</b>	<b>1</b>	<b>5</b>

6.	<p>Works and General Bills Unit</p> <p>a) All works Bills including Deposit Refund</p> <p>b) All types of bills pertaining to all Administrative Departments</p>	<ul style="list-style-type: none"> <li>• Scrutiny of claims and preparation of vouchers, of following departments -(i) Engineering (ii) General Administration (iii) BCUD(iv) Finance (v) Examination (vi) Guest House(vii) Hostels (viii)Student Welfare (ix) NSS(x) Internet (xi) Computer Centre (xii) Garden(xiii) Vehicle (xiv)Health Centre (xv) Sanitary(xvi) Press.</li> <li>• Necessary preliminary checks like budget provision, administrative approval and arithmetical accuracy.</li> <li>• Issue of Certificates of various deductions like Income Tax, Surcharge, Education Cess, VAT etc.</li> <li>• Deposit refund claims of hostel, library, laboratory and refund of educational fees.</li> <li>• Insurance of University Property including building, equipments &amp; machinery.</li> <li>• Maintaining Advance Register.</li> </ul>	0	1	4	0	1	5	<b>0</b>	<b>1</b>	<b>5</b>
7.	<p>Academic Department/Schools Bills Unit</p> <p>P.G. Bills Section</p> <p>All bills pertaining to Academic Deptt/Schools Library etc.</p> <p>All bills pertaining to Examination</p>	<ul style="list-style-type: none"> <li>• Scrutiny of claims and preparation of vouchers of all Academic departments, Funding Agencies, Various Chairs, All deductions at source like Income Tax, Surcharge, Education Cess, VAT, Security Deposits etc.</li> <li>• Refund of examination and other fees pertaining to above departments.</li> <li>• Endowment Fund, Depreciation Fund, Centennial Year Fund &amp; Research Development Fund.</li> <li>• Issue of Central Excise Duty and Custom Duty Exemption certificates.</li> <li>• Annual Rate Contract of Chemicals, Glass wares etc.</li> </ul>	0	1	4	0	1	6	<b>0</b>	<b>1</b>	<b>6</b>

8.	T.A.D.A. Bills Unit Passing of all travelling expenditure bills	<ul style="list-style-type: none"> <li>Scrutiny and passing of all travelling allowance claims.</li> </ul>	0	1	1	0	1	2	<b>0</b>	<b>1</b>	<b>2</b>
9.	Bill Passing Unit	<ul style="list-style-type: none"> <li>Scrutiny &amp; Passing of all bills received from various sections</li> </ul>	0	1	7	0	1	8	<b>0</b>	<b>1</b>	<b>8</b>
10.	Budget Unit  Preparation of budget and budgetary control, Finance & Accounts Committee Work	<ul style="list-style-type: none"> <li>Preparation of Annual and Revised Budget.</li> <li>Maintain record of the Finance and Accounts Committee Meetings.</li> <li>To deal with all the re-appropriation cases.</li> <li>To maintain R&amp;D Fund and Depreciation Fund accounts.</li> <li>Scheduling of Budget Meetings.</li> </ul>	0	1	1	0	1	2	<b>0</b>	<b>1</b>	<b>2</b>
11.	Purchase Stores Unit  All purchase related procedures, stock registers & preparation of vouchers of all purchases & Purchase Committee Work	<ul style="list-style-type: none"> <li>All the purchases as per the demand of the various departments/sections of the University.</li> <li>Maintain computerised formats as prescribed from time to time.</li> <li>Conducting Meeting of Purchase Committee, Sales Committee and Furniture Committee, Technical Committee.</li> <li>Physical verification of the assets of all the University departments and sections.</li> <li>Submission of Physical verification reports to authorities.</li> <li>Write-off Committee/Write-off Sub Committee meetings.</li> </ul>	0	1	5	0	1	7	<b>0</b>	<b>1</b>	<b>7</b>
12.	Internal Audit Unit  a)Stock Verification related work	<ul style="list-style-type: none"> <li>Scrutiny and passing of all the vouchers received from Exam Bills, PG Bills, Pay Bills, General &amp; Works Bills, Stores,Cash Book, Cheque and Budget sections.</li> </ul>	0	1	7	0	1	6	<b>0</b>	<b>1</b>	<b>6</b>

b)Post Payment Audit	• Onward submission of passed bills to Cheque Section/Cashier for drawl of cheque/cash payment.									
<b>TOTAL FOR VARIOUS WORKING UNITS</b>		<b>0</b>	<b>12</b>	<b>58</b>	<b>0</b>	<b>12</b>	<b>61</b>	<b>0</b>	<b>12</b>	<b>61</b>
<b>OTHER OFFICIALS</b>										
1. Finance & Accounts Officer, Supervisory Officer & Assistant		1	1	1	1	1	1	1	1	1
2. Dy. Registrars		2	0	0	2	0	0	2	0	0
3. Chief Accountant		1	0	0	1	0	0	1	0	0
4. Dy. Finance Officer		0	0	0	0	0	0	1	0	0
5. Asst. Registrar		3	0	0	3	0	0	3	0	0
6. Steno to F & A O's Office		0	1	0	0	1	0	0	1	0
<b>TOTAL STAFFING PATTTERN</b>		<b>7</b>	<b>14</b>	<b>59</b>	<b>7</b>	<b>14</b>	<b>62</b>	<b>8</b>	<b>14</b>	<b>62</b>
<b>PROPOSED</b>										
<b>GRAND TOTAL</b>		<b>80</b>		<b>83</b>			<b>84</b>			