



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

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Ref. No.

Ac/Finance/2013-14/80

May 2, 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.

Subject: Delegation of Powers...Administrative Approval & Financial Approval

The Study Group on the Maharashtra Universities Account Code has considered that in order to ensure the expeditious completion of activities related to the academic programmes with quality & for speedy decision making at the level of HoDs, the current delegation of powers in respect of Administrative & Financial Approval needs revision.

2. Accordingly while accepting the recommendations of the Study Group, the Finance & Accounts Committee as well as Management Council have taken a decision to consider the revision of the existing delegated powers. After detailed analysis of the each item of Delegation of Financial Powers as proposed in the Appendix - I & II of the Maharashtra Universities Account Code & review of the of Delegation of Financial Powers as proposed by the Study Group in its report, the Management Council in its meeting held on 20.3.2013 taken a decision vide Resolution No. 17 & approved the Delegation of Administrative as well as Financial Powers as per ANNEXURE - I & ANNEXURE - II (Delegation at Finance & Accounts Section).

3. These Delegated Administrative as well as Financial Powers are to be exercised by the various authorities at SNDT Women's University & its conducted colleges, self-supporting/autonomous Institutions to the extent of the limit & in the manner as mentioned against each item of delegation for which the said authorities are accountable.

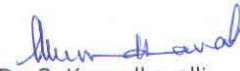
4. To effect the revised Delegation of Administrative/Financial Powers, wherever the said powers are over & above the Administrative/Financial powers currently delegated through the Maharashtra Universities Account Code, it is considered that all the Administrative/Financial powers delegated as per ANNEXURE - I & ANNEXURE - II are subject to the provisions of the Maharashtra Universities Act, 1994 (as amended from time to time) and the Statutes and Ordinances framed there under and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules.

5. The said Delegation of the Administrative/Financial Powers shall come into force w.e.f. 1st May 2013 pending framing of the rules in this regard & shall remain in force till further decision by the Management Council.

6. In view of the provisions of the Account code and conditions for the exercise of the delegated Administrative/Financial powers, it is therefore obligatory on the part of the concerned Head of the Department to strictly adhere to the conditions specified against each Administrative/Financial power by paying due vigilance in view of the accountability & responsibility.

7. All the concerned Head of the Departments are therefore requested to kindly note these instructions & also bring these instructions to the notice of staff working under the control.

This circular is issued with the concurrence of the Competent Authority.



Dr. S. Kumudhavalli
Registrar
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 – I

**STATEMENT SHOWING DELEGATION OF POWERS (ADMINISTRATIVE/FINANCIAL)
(AS APPROVED BY THE MANAGEMENT COUNCIL VIDE RESOLUTION No. 17 DATED 20.3.2013)**

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
1)	Administrative/Financial sanction for Purchases/ Contingency Expenditure – Recurring – i. Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship, Meeting Expenses & any other item of recurring nature including outsourcing of services. Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor/ • Pro Vice Chancellor 	Full Power
		<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer 	Up to Rs. 1,00,000/- (inclusive)
		<ul style="list-style-type: none"> • HOD/ Principal / University Librarian / Director Distance Education / Director Adult & Continuing Education 	Up to Rs. 50,000/- (inclusive)
		<ul style="list-style-type: none"> • Dy. Registrar (concerned) • Dy. Finance & Accounts Officer/ Dean of Students 	Up to Rs 10,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned)/ Medical Officer / Asst. Dean of Students/A.F.O. 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (Stores and Accounts) 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> • University Accountant 	Up to Rs. 2,500/- (inclusive)
	ii. Sanction of expenditure on postage, courier and franking charges Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • Director Distance Education 	Full Powers
		<ul style="list-style-type: none"> • HOD / Director Adult & Continuing Education / Principal 	Up to Rs. 25,000/-
		<ul style="list-style-type: none"> • Dy. Registrar(Concerned) / Dy. Finance & Accounts Officer/Dean of Students 	Up to Rs.10,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	iii. Fixed Charges Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges. Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Full powers Up to Rs.2,00,000/- (inclusive)
		<ul style="list-style-type: none"> HOD / Principal 	Up to Rs.25,000/- (inclusive)
		<ul style="list-style-type: none"> Dy. Registrar (concerned). 	Up to Rs. 10,000/- (inclusive)
	iv. Payment of legal charges	<ul style="list-style-type: none"> Vice-Chancellor 	Full powers
	v. Hospitality and entertainment charges in connection with visits of distinguished visitors Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor/ Pro Vice Chancellor Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD / Principal / Director Distance Education/ Director Adult & Continuing Education 	Full powers within the budget provisions Up to Rs.25,000/- per annum Up to Rs. 5000/- per annum
	vi. Fuel and lubricants. (Certificate Regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Registrar Principal L T Nursing College / Director Adult & Continuing Education 	Full powers Up to 25,000/- Per Annum
	vii. Purchase of current newspapers & magazines as per norms subject to administrative approval (excluding periodicals and journals) Subject to following the Rules & Regulations & availability of Budget Provision	<ul style="list-style-type: none"> University Librarian HOD (Concerned) / Principal 	Full powers Up to Rs.5,000/- (inclusive) Per Annum

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	viii. Repairs to equipment, machinery including replacement of spare-parts etc. Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Full powers
			Up to Rs.1,50,000/- (inclusive)
		<ul style="list-style-type: none"> HOD/ Principal 	Up to Rs.25,000/- (inclusive)
	ix. Repairs to vehicles Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor/ Pro Vice Chancellor Registrar Principal L T Nursing College / Director Adult & Continuing Education 	Full powers
			Up to Rs.50,000/- (Per vehicle per year)
	x. Repairs to furniture, Fixture & Building (Civil & Electrical Work) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor Registrar University Engineer HOD 	Full powers
			Up to Rs.1,00,000/- (inclusive)
			Up to Rs.25,000/- (inclusive)
			Up to Rs.25,000/- (inclusive)
	xi. Hiring of vehicles, equipment's, furniture and other services Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor/ Pro Vice Chancellor Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Full powers
			Up to Rs.50,000/- (inclusive)
		<ul style="list-style-type: none"> HOD / Principal 	Up to Rs 25,000/- (inclusive) per year
	xii. Powers to give orders for printing and binding Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer Director Distance Education 	Full powers

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
		<ul style="list-style-type: none"> HOD / Principal 	Up to Rs.25,000/- (inclusive)
		<ul style="list-style-type: none"> Dy. Registrar (concerned)/ Chief Accountant 	Up to Rs.10,000/- (inclusive)
	xiii. Travelling Allowance claims a) in case of the Air Travel bills of the - Registrar, COE, Director-BCUD, FAO, HOD & University Teachers (subject to the existing T.A. Rules)	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
	b) in case of the bills other than Air Travel of the - Class I and Other Officers & Staff working under them. (subject to the existing T.A. Rules) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD 	Full Powers (in case of the bills of the staff working under Them.)
	c) In case of bills other than Air fare of the other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD 	Full Powers
		<ul style="list-style-type: none"> Dy. Finance Officer 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> Asstt. Finance & Accounts Officer 	Up to Rs.2,000/- (inclusive)
	xiv. Sanctioning advances for – a) T. A. Advances (subject to the existing T.A. Rules) (excluding temporary & contractual staff) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
		<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD 	Full powers in case of the claims of the staff working under them.
		<ul style="list-style-type: none"> Dy. Finance Officer 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> Asstt. Finance & Accounts Officer 	Up to Rs.2,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance, all other admissible advances to employees.	<ul style="list-style-type: none"> Vice-Chancellor Registrar 	Full Powers (subjected to prescribed norms)
	c) Purchase Advances and Other Advances for University work	<ul style="list-style-type: none"> Vice-Chancellor / Pro Vice Chancellor 	Full Powers
		<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Up to Rs. 1,00,000/- (Inclusive)
	xv. Sanction of overtime charges (per annum per employee)	<ul style="list-style-type: none"> Vice-Chancellor 	Above 300 hours
	xvi. Subject to following the Rules & Regulations & availability of Budget Provision	<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD 	Up to 300 hours (i) Subject to Budget provision, (ii) Sanction will be given by the section Where the employee is posted.
	xvii. Write-off and disposal of obsolete or unserviceable stores or shortages/theft material, subject to recommendations of write -off committee	<ul style="list-style-type: none"> Management Council 	Full Powers
		<ul style="list-style-type: none"> Vice Chancellor (Other than Vehicle) 	Up to Rs. 10,00,000/- Original Cost Per Annum
2)	NON-RECURRING		
	i. Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non- recurring nature. Subject to approval of the Purchase Committee & by following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Vice-Chancellor 	Full powers
		<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Up to Rs.5,00,000/- (inclusive)
		<ul style="list-style-type: none"> HOD/ Principal 	Up to Rs.1,00,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	ii. Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature (subject to recommendations of write -off committee)	<ul style="list-style-type: none"> • Management Council • Vice Chancellor 	<p>Full powers</p> <p>Up to Rs. 10,00,000/- Original Cost Per Annum</p>
	iii. Sanction to major works	<ul style="list-style-type: none"> • Building & Works Committee 	Full powers
	(a) Sanction of expenditure on maintenance works of the Works Department (All such sanctions are to be reported to the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • University Engineer (Civil/Elect.) / Campus Incharge 	<p>Full powers</p> <p>Up to Rs.5,00,000/- (inclusive)</p> <p>Up to Rs.50,000/- (inclusive)</p>
	(b) Sanction to minor works. (All such sanctions are to be reported to the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Registrar • University Engineer (Civil/Elect.) / Campus Incharge 	<p>Up to Rs.1,00,000/- (inclusive)</p> <p>a) Up to Rs.25,000/- (inclusive) at D.S.Rates by calling quotations.</p>
	(c) Sanction for expenditure after Technical scrutiny to R.A.Bills/ Final Bills. (All such items are to be scrutinised and sanctioned by the Technical Committee.) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • University Engineer (Civil/Elect.) 	<p>Full powers</p> <p>Up to Rs. 5,00,000/-</p> <p>Up to Rs. 50,000/-</p>
	(d) To extend date of completion of works	<ul style="list-style-type: none"> • Building & Works Committee • Vice Chancellor 	<p>Full powers</p> <p>Up to 90 Days in each case</p>

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
3)	Sanctioning write-off of loss of Receipt Books / Cheque Books and other money value books / measurement books subject to approval of Finance Committee	<ul style="list-style-type: none"> Management Council 	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old newspapers etc. and dismantle material	<ul style="list-style-type: none"> Registrar HOD/ Campus Incharge 	Full powers
5)	Refund of revenue receipts and deposits i. Refund of Student Fees & Deposits other than Library Deposit (Subject to the Refund Rules framed by the Management Council)	<ul style="list-style-type: none"> Registrar Director BCUD 	Full Powers
	ii. All other Deposits (Security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	<ul style="list-style-type: none"> Finance & Accounts Officer Dy. Registrar (Finance & Accounts) / Dy. Finance & Accounts Officers / University Engineer 	Above Rs.200,000/- Up to Rs.200,000/- (inclusive)
	iii. Refund of Library Deposit	<ul style="list-style-type: none"> Librarian 	Full Powers
6)	i. Calling of Quotations/ Tenders (*Subject to obtaining prior administrative approval) Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> Registrar H.O.D. (Concerned Department) /Principal 	Full Powers*

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	ii. Opening of Tenders	<ul style="list-style-type: none"> To be opened by Departmental Sub-Committee approved by V.C. and comparative statement shall be placed before Purchase Committee for acceptance/ approval where the cost exceeds Rs. 1,00,000/- 	Full Powers.
	iii. Opening of tenders for works departments.	<ul style="list-style-type: none"> Tender Opening Committee. 	Full powers.
	iv. a) Opening of Quotations Pertaining to Post Graduate Department	<ul style="list-style-type: none"> To be opened by Departmental Sub-Committee approved by V.C. 	Up to Rs.1,00,000/- (inclusive)
	b) Opening of Quotations pertaining to other sections	<ul style="list-style-type: none"> F.A.O./Dy/Asst Finance & Accounts Officer/ Accountant and one member of Purchase Committee Jointly by Dy. Registrar (Stores) and Dy. Registrar of concerned department 	Above Rs.25,000/- Up to Rs.25,000/-
	c) Opening of Quotations pertaining to works departments	<ul style="list-style-type: none"> Jointly by Dy. Registrar (Accounts) and University Engineer F.A.O. /Dy/Asst Finance & Accounts Officer/ Accountant and Dy. Registrar (Civil) 	Up to Rs.25,000/- Above Rs.25,000/- up to Rs.50,000/-
	v. Acceptance of Tenders & Items of Proprietary nature :	<ul style="list-style-type: none"> Purchase Committee 	Full Powers *

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
	vi. Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost after certification regarding reasonability of the rates as per market rates.	<ul style="list-style-type: none"> Officers competent to give administrative sanction 	Full Powers *
	b) i. When less than three quotations are received ii. Quotation recommended other than lowest	<ul style="list-style-type: none"> Vice- Chancellor Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Full powers Up to Rs.20,000/- (Inclusive)
	vii. Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
	viii. Purchases of items directly from the specific manufacturer in case of proprietary items.	<ul style="list-style-type: none"> Vice-Chancellor 	Up to Rs. 1,00,000/-
	ix. placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	<ul style="list-style-type: none"> Concerned H.O.D./ Principal 	Full Powers
7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers (Subject to final approval of Senate to the revised estimate of that year)

Sr. No	Subject	Power to whom delegated	Delegated Powers per each item
8)	Power to create new Budget head	<ul style="list-style-type: none"> • Vice-Chancellor 	Full powers (effect to be shown in the revised Budget and final approval of Senate should be obtained)

Notes:

- 1) All the financial powers delegated above are subject to the provisions of the Maharashtra Universities Act, 1994 (as amended from time to time) and the Statutes and Ordinances framed thereunder and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules.
- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the concerned authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.
- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.5,000/- or more, in exceptional cases, this condition can be relaxed by the Vice- Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance and Accounts Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to avoid any audit objections / queries.
- 10) In the absence of the Vice-Chancellor the powers vested shall deemed to be re delegated to the Pro Vice Chancellor.

APPENDIX - II

**DELEGATION OF POWERS
(Finance & Accounts Section)**

ACCOUNTS WING		AUDIT WING	
Signing of vouchers		Passing of vouchers	
University Accountant / HOD of the concerned Department	All vouchers prepared in the concerned Unit.	University Accountant	Up to Rs.5,000/-
		Assistant Finance & Accounts Officer	Up to Rs.2,00,000/-
		Dy. Finance Officer	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Signing of Pay Bills		Signing of cheques	
Dy. Finance Officer / Equivalent	Monthly Pay Bills	University Accountant	Up to Rs.5,000/-
		Assistant Finance & Accounts Officer	Up to Rs.200,000/-
Supplementary Pay Bills including Daily wages & Honorarium -		Dy. Finance Officer	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Dy. Finance Officer	Up to Rs.500,000/-		
Finance & Accounts Officer	Above Rs.500,000/-	Signing of Cash Books	
		Dy. Finance Officer / Equivalent	Full powers (All cash books)
		Dy. Finance Officer / Finance & Accounts Officer	Signing of monthly Abstract