



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

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Ref. No.

FAO/CR-1/2012-13/473

Date :- 19-11 2012

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDTW University.
2. All Directors/Heads/Co-ordinators/In-charge of the University Departments at Churchgate, Juhu & Pune Campuses.

Subject :- Administrative Approval for the Purchases/Expenditure

It has been noticed while considering the proposals of financial approval that in most of the cases prior Administrative Approval has not been obtained before following the process for the procurement of various store material, equipments required for the office/academic activities as well as outsourcing of repairs & maintenance services to maintain the assets in working conditions. It be noted that mere exist of a budget provision does not suffice or consider as deemed Administrative Approval, since the justification, priority & efficiency of the expenditure along with the availability of required cash flow need to be taken into account while granting Administrative Approval. Therefore every expenditure requires specific Administrative Approval of the Competent Authority under Rule 1.14 of the Maharashtra Universities Account code.

2. The issue of streamlining the process of obtaining Administrative Approval for the line items in the Budget by standardizing the process was under active consideration. In the said regard while submitting the proposals for the Administrative Approval of the Competent Authority the concerned HoD may please ensure the compliance of the following guidelines:-

- a) While submitting the proposal for Administrative Approval it is to be ensured that the material shall be purchased only after ascertaining the present stock of material available with the section/department.
- b) While purchasing equipments, the utility of similar equipment if already available with the department/other department shall be ascertained. The old equipment shall be used if its repair is feasible and economical. The new equipment can only be procured after declaration of old equipment as unserviceable.
- c) The limits of purchase laid down in the Appendix - I of the Maharashtra Universities Account Code refer to single article or number of similar articles to be purchased at a time. The items like stationary, furniture, equipments, books, etc shall be considered as an individual item. The sub items under the above items shall not be considered as the individual item e.g. the group of all the stationary

articles like Pen, Pencil, Paper, etc. shall be considered as a single item.

- d) While ascertaining requirement of material / equipment, name of the specific company and model shall not be stated only technical specifications shall be given. Minimum specification should be first decided in view of the requirement as unnecessary advance specification attracts higher cost & there is possibility of underutilization of the asset.
- e) Purchase process shall be initiated taking into consideration the type of each material required by various sections and departments in a year, availability of budgetary provision etc. and only after the approval of concerned Committee and administrative approval of competent authority.
- f) Articles of proprietary/special or unusual characters can be purchased directly from the specific/sole manufacturer or dealers by calling the quotations & giving the justification. If there are number of firms dealing with the particular item, the quality will be ascertained and after necessary comparison, sealed tender/ quotation (as the case may be) shall be called by the concerned department / store section & purchase shall be effected at the lowest rate, as far as possible, keeping in view the quality and the suitability of the articles required.
- g) Proposals relating to purchase of equipment shall be routed through technical committee, as mentioned in Appendix III of the Maharashtra Universities Account Code. Tender/ quotation shall be invited only after finalizing specification and the approval of Technical Committee and after the completion of preliminary requirements like civil work or electrical work.
- h) Proposal for centralized purchases shall be prepared taking into consideration the requirement of each type of material required in a year.
- i) In the case of articles frequently required throughout the year, viz., stationery, hardware material etc., it is desirable to enter into Annual Rate Contract or contract for such a smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then. The purchase rate accepted in such running contracts will be in force during the given period. Due to the consolidation of the requirements, the rates offered will usually be more competitive and favourable to the SNTD Women's University / Institution.
- j) As far as possible, it shall be ensured that the requirements of various kinds of stores essential for each department are foreseen sufficiently in advance with a view to ensure that the normal rules for purchases are followed and to avoid the necessity of making emergent purchases at comparatively higher cost.
- k) All the purchases of books and journals shall be placed before the Purchase Committee for approval.
- l) Outsourcing of services like annual maintenance contract, Xerox etc. to be covered under contractual agreement after following due process

3. A standardized proforma for the purpose of submission of proposal for the Administrative Approval is provided as per **ANNEXURE** and also made available on the website for download.

4. In view of the provision of the Account code and standard guidelines herein above, it is therefore obligatory on the part of the concerned Head of the Department to initiate the proposal for the approval of the Administrative Approval as soon as the Budget is sanctioned & henceforth submit the proposals for the Administrative Approval for the purchases of store material, Equipment or outsourcing of services strictly in the proforma prescribed as per **ANNEXURE**.

5. 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 Hon. Vice-Chancellor S.N.D.T. 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
S.N.DT. 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.

The following items of store material/equipments or services are required for the Department.

A. Details of Purchase of Store Material / Equipment etc. (More details as per Enclosures)

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

B. Details of Outsourcing of Services (More details as per Enclosures)

Sr. No.	Particulars of services	period	Estimated Cost & Details of Taxes	Reasons for outsourcing of services & current status

C. Justification & need for outsourcing of services/purchase of store material/equipment:

D. Recommendations of the HoD regarding procurement:

E. Budget Head

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

F. Procedure to be followed while outsourcing Services Purchase of stores materials:
i) Sealed Quotations/tenders ii) Annual Rate Contracts (RC) iii) Purchase directly from the DGS & D or Government of Maharashtra RC

G. Any other remark of Administrative Importance

As per the Delegation of Powers, Administrative Approval of.....
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 approval of the Technology Committee in due course & shall
submit the proposal for the approval of Purchase Committee in respect of such items
where individual cost of each item exceeds Rs.1 lakh at a time before actual procurement.

Accountant of the Department

(Office Stamp)

HoD/Principal/Director

(i) Remarks of the Finance & Accounts Officer:

FINANCE & ACCOUNTS OFFICER

(ii) Remarks/Recommendations of the Registrar:

I do/do not recommend the proposal for Administrative Approval

REGISTRAR

(iii) Order of the Hon. Vice-Chancellor:

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

VICE-CHANCELLOR