

S.N.D.T. WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Mumbai – 400020

PROFORMA FOR FINANCIAL APPROVAL

Proposal No

Subject :- Proposal for Financial Approval for outsourcing of Services/Purchase of Store Material/ Equipment/Machinery etc.

The following services/store material/equipments 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	Qty.	Estimated Cost (MRP)	Technical Specifications	Plan of Procurement & Present Stock

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

Sr. No.	Details of Store Material	Qty.	Estimated Cost (MRP)	Technical Specifications	Plan of Procurement & Present Stock

C. Procedure to be followed while outsourcing Services/ Purchase of Store Materials:

- i) Inviting sealed quotations/tenders:
- ii) Fixing Annual Rate Contracts (RC):
- iii) Purchase directly from the DGS & D or Government of Maharashtra RC:

D. Justification & need for proposed outsourcing of service/ purchase of store material/ equipment:

E. Details of the Administrative Approval obtained to be the proposed procurement:

Sr.No.	Administrative Approval	Sanctioning Authority	Number & date	Amount

F. Budget Head & provision –Financial Year

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

G. Recommendation & justification of the HoD regarding procurement :

H. Comparative Statement attached including costs Technical & commercial :

I. Certification of rates are reasonable as per Market Rate:

J. PAN card copy of all parties attached in case of outsourcing of services:

K. VAT Tin numbers of all parties in case of Purchase of Store Material/ Equipment/Machinery etc.:

L. Any other remark of 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
estimated expenditure of Rs.

Accountant of the Department

HOD/Principal/Director

(Office Stamp)

Inword No & Date

(i) Remarks of the Finance & Accounts Officer:

FINANCE & ACCOUNTS OFFICER

(ii) Remarks / Recommendation of the Registrar:

REGISTRAR

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

VICE-CHANCELLOR

Procedural Guidelines for Financial Approval