

ANNEXURE - 10
S.N.D.T. WOMEN'S UNIVERSITY
1, Nathibai Thackersey Road, Mumbai – 400 020.

COMPARATIVE STATEMENT SHOWING PROPOSED STAFFING PATTERN & REQUIREMENT OF ADDITIONAL POSTS AT SNDT WOMEN'S UNIVERSITY

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

Sr. No	Unit & Function	Particulars of work	Proposed Staffing pattern at SNDTWU			Existing Sanctioned Staff /Posts at SNDTWU			Proposed Additional Staff/Posts			Designations		
			O	S	A	O	S	A	O	S	A	O	S	A
1.	Receipt Unit All receipts & remittances in Bank	<ul style="list-style-type: none"> • To prepare receipts of all money received in the form of cash including cheques, demand drafts, postal orders, blank receipt books etc. • To deposit cash, cheques, Demand Drafts in bank • To maintain daily receipt register • Reconciliation of receipts with banks • Printing and distribution of receipt books • To prepare fee structure of various courses. 	0	1	4	0	1	0	0	0	4			Jr.Acct.1 Sr. Clerk 1 Clerk-typist 2

2.	Payment Unit Cheque Section Drawal of all cheques of the passed bills	<ul style="list-style-type: none"> • Custody and accounting of cheque books and other valuables. • To draw cheques for all types of payments. • To maintain Cheque Drawn Register. • Drawl of fresh cheques in lieu of lost cheques. • Delivery of cheques. 	0	1	4	0	0	0	0	1	4		Asst t. Acct .1	Jr.Acct.1 Sr. Clerk 1 Clerk-typist 2
3.	Books of Accounts Unit Cashbook Section Maintenance of Cash/bank Book, bank Reconciliation, All Investments, Classified Register, Advance Deposit Registers, Receipt- payment Accounts, Balance Sheet (Annual Accounts), Maintenance & Presentation of Records, Statutory & A.G & all other Audit Works	<ul style="list-style-type: none"> • Cash payments at cash counter through cashier. • Custody and maintenance of all voucher files and the investment receipts. • Maintenance of Cashbook and voucher files. • Responsibility of audit. • All the Utilisation Certificates. • Reconciliation of receipt and expenditure. • Annual Accounts. • Registers maintained viz. <ol style="list-style-type: none"> a. Cheque/DD/IPO, credited but not realized b. Consolidated Receipt / Payment Account c. Budget Head wise Receipt-Payment d. Bank Transactions 	0	1	6	0	1	0	0	0	6			Jr.Acct.2 Sr.Clerk 2 Clerk-Typist 2

		<p>e. Bank wise Receipt / Payment</p> <p>f. Date wise Bank Abstract</p> <p>g. Budget Group wise Consolidated Receipt</p> <p>h. Budget Group wise Detailed Receipt</p> <p>i. Budget GroupWise Consolidated Payment</p> <p>j. Budget Group wise Detailed Payment</p> <p>k. Cheque Issued but not encashed</p> <p>l. Budget wise Daily Cash/Bank Receipt</p> <p>m. Budget head wise bank Payment for the date</p> <p>n. Department wise Receipt (Form No.31)</p> <p>o. Department wise Payment</p> <p>p. Income Tax Deduction Report</p>												
4.	<p>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</p>	<ul style="list-style-type: none"> • Timely preparation of monthly pay bills of all the employees including daily wages, honorary teachers, chair professors, co-ordinators, honorarium to visiting faculties & Guest lecturers. • Disbursement of Provident Fund Advances/ Withdrawals. • Supplementary bills such as - Leave Travel Concession Bills, Leave Encashment Bills, 10% additional 	0	1	6	0	1	0	0	0	6			<p>Jr.Acct.2 Sr.Clerk 2 Clerk-Typist 2</p>

		charges Bills, Medical Reimbursement Bills, Arrears Bills. <ul style="list-style-type: none"> • TDS and Income Tax Returns. • Issue of Income Tax Form No.16. 												
5.	Examination Bills Unit All bills pertaining to Examination	<ul style="list-style-type: none"> • Timely preparation of advance bills and advance recoupment bills pertaining to Examination Department. • Scrutiny and prepare vouchers for payment of advances to examination centres, colleges, CAP Centres and employees attending confidential examination work of university. • Advance adjustment bills. • Maintain a register for the advances paid for examination work. 	0	1	5	0	1	1	0	0	4			Jr.Acct.1 Sr. Clerk 1 Clerk-typist 2

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"> 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. Necessary preliminary checks like budget provision, administrative approval and arithmetical accuracy. Issue of Certificates of various deductions like Income Tax, Surcharge, Education Cess, VAT etc. Deposit refund claims of hostel, library, laboratory and refund of educational fees. Insurance of University Property including building, equipments & machinery. Maintaining Advance Register. 	0	1	5	0	0	0	0	1	5		Asstt . Acct. 1	Jr.Acct.1 Sr.Clerk 2 Clerk-Typist 2
7.	Academic Department/Schools Bills Unit	<ul style="list-style-type: none"> Scrutiny of claims and preparation of vouchers of all Academic departments, Funding Agencies, Various Chairs, All deductions at 	0	1	6	0	0	1	0	1	5		Asstt . Acct.	Jr.Acct.1 Sr.Clerk 2 Clerk-Typist 2

	<p>P.G. Bills Section</p> <p>All bills pertaining to Academic Deptt/Schools Library etc.</p> <p>All bills pertaining to Examination</p>	<p>source like Income Tax, Surcharge, Education Cess, VAT, Security Deposits etc.</p> <ul style="list-style-type: none"> • Refund of examination and other fees pertaining to above departments. • Endowment Fund, Depreciation Fund, Centennial Year Fund & Research Development Fund. • Issue of Central Excise Duty and Custom Duty Exemption certificates. • Annual Rate Contract of Chemicals, Glass wares etc. 											1	
8.	T.A.D.A. Bills Unit Passing of all bills travelling expenditure	<ul style="list-style-type: none"> • Scrutiny and passing of all travelling allowance claims. 	0	1	2	0	0	0	0	1	2		Asstt . Acct. 1	Jr.Acct.1 Sr.Clerk1
9.	Bill Passing Unit	<ul style="list-style-type: none"> • Scrutiny & Passing of all bills received from various sections 	0	1	8	0	0	0	0	1	8		Asstt . Acct. 1	Jr.Acct. 4 Sr.Clerk 3 Clerk-Typist1
10	Budget Unit Preparation of budget and budgetary control,	<ul style="list-style-type: none"> • Preparation of Annual and Revised Budget. • Maintain record of the Finance and Accounts Committee Meetings. 	0	1	2	0	0	0	0	1	2		Asstt . Acct.	Jr.Acct.1 Sr. Clerk 1

	Finance & Accounts Committee Work	<ul style="list-style-type: none"> To deal with all the re-appropriation cases. To maintain R&D Fund and Depreciation Fund accounts. Scheduling of Budget Meetings. 												1	
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"> All the purchases as per the demand of the various departments/sections of the University. Maintain computerised formats as prescribed from time to time. Conducting Meeting of Purchase Committee, Sales Committee and Furniture Committee, Technical Committee. Physical verification of the assets of all the University departments and sections. Submission of Physical verification reports to authorities. Write-off Committee/Write-off Sub Committee meetings. 	0	1	7	0	0	0	0	1	7			Asstt . Acct. 1	Jr.Acct. 2 Sr.Clerk 2 Clerk-Typist 3
12	Internal Audit Unit a) Stock Verification related work b) Post Payment	<ul style="list-style-type: none"> Scrutiny and passing of all the vouchers received from Exam Bills, PG Bills, Pay Bills, General & Works Bills, Stores, Cash Book, Cheque and Budget sections. 	0	1	6	0	0	0	0	1	6			Asstt . Acct. 1	Jr.Acct.2 Sr.Clerk 2 Clerk-Typist 2

	Audit	<ul style="list-style-type: none"> Onward submission of passed bills to Cheque Section/Cashier for drawl of cheque/cash payment. 													
Particulars			Proposed Staffing pattern at SNDTWU			Existing Sanctioned Staff /Posts at SNDTWU			Proposed Additional Staff/Posts			Designations			
			O	S	A	O	S	A	O	S	A	O	S	A	
TOTAL FOR VARIOUS WORKING UNITS			0	12	6 1	0	4	2	0	8	59				
OTHER OFFICIALS															
1. Finance & Accounts Officer, Supervisory Officer & Assistant			1	1	1	1	0	0	0	1	1		Asstt. Acct.1		Jr.Acct.1
2. Dy. Registrars			2	0	0	0	0	0	2	0	0	Dy. Reg. 2			
3. Chief Accountant/University Accountant			1	0	0	1	0	0	0	0	0				
4. Dy. Finance Officer			1	0	0	1	0	0	0	0	0				
5. Asst. Registrar / Asst. Finance & Accounts Officer			3	0	0	1	0	0	2	0	0	Asst. Reg.2			
6. Steno to F & A O's Office			0	1	0	0	1	0	0	0	0				
TOTAL STAFFING PATTTERN PROPOSED			8	14	6 2	4	5	2	4	9	60				
GRAND TOTAL			84			11			73			2 DR	2 AR	Asstt. Acct.9	Jr.Acct. 20 SrClerk 20 CCT 20

O – Officer, S – Superintendent, A – Administrative staff

	Scale	Designation	No. of Emp.		Probable per month Salary	Probable Total Monthly Salary		Months	Probable Yearly Salary Amount
Officer	15600-39100 GP 6600/-	Deputy Registrar	2	x	52000	104000	x	12	1248000
Officer	9300-34800 GP 5400/-	Asst. Registrar	2	x	41000	82000	x	12	984000
Superintendent	9300-34800 GP 4400/-	Asst. Accountant	9	x	31000	279000	x	12	3348000
Adminstrative Staff	9300-34800 GP 4300/-	Jr. Accountant	20	x	29000	580000	x	12	6960000
Adminstrative Staff	5200-20200 GP 2400/-	Sr. Clerk	20	x	20000	400000	x	12	4800000
Adminstrative Staff	5200-20200 GP 1900/-	Clerk-Typist	20	x	16000	320000	x	12	3840000
	GRAND SUMMERY TOTAL					1765000	x	12	21180000