

ANNEXURE - E
MINUTES OF THE FIFTH MEETING OF THE STUDY GROUP
HELD ON 9th AUGUST 2012 AT 11.00 A.M. AT SNDT WOMEN'S UNIVERSITY, MUMBAI

The Fifth Meeting of the Study Group was held at 11.00 a.m. on Thursday, 9th August 2012 at SNDT Women's University to study & report the provisions & processes of the Account Code that can be considered for adoption & also to make a suitable proposal to the government in respect of the provisions that are inadequate & inconsistent with the existing processes in the financial administration.

2. The following members & the invitees were present for the meeting:

1. Shri. Virendra Jadhavrao - In Chair
2. Dr. Virendra Nagrale - HoD, Geography, Pune
3. Ms. Varsha Sawant - Asstt. Finance & Accounts Officer
4. Ms. Anushree Dandekar - S.N.D.T. Women's University Accountant

Invitees of the Study Group

1. Dr. P.N. Mandhare - Controller of Examination
2. Mr. Umakant Jadhav - Deputy Registrar, University Secretariat
3. Shri. Satish Narkar - Deputy Registrar, Grants Section
4. Shri. K. C. Pai - Deputy Registrar, Establishment Section
5. Ms. Sulbha Pawar - Computer Programmer, Computer Science

Dr. S. Kumudhavalli, Registrar, Dr. Madhura Kesarkar, Director, B.C.U.D. and Dr. G. Y. Shitole, HoD, Commerce, Churchgate could not attend the meeting due to administrative preoccupation & therefore leave of absence was granted.

3. At the outset the FAO read the minutes of the Fourth Meeting of the Study Group held on 3rd August, 2012 the said minutes were unanimously confirmed.

Further keeping in mind the efforts required for compilation of the recommendations of the Sub Groups & preparation of the proposal for the additional staffing pattern, it was unanimously decided to request Hon. Vice Chancellor to extend the date of submission of the Report of the Study Group up to 31st August 2012.

4. Furtherance to the detailed discussion & deliberation taken place in the Fifth Meeting of the Study Group, the following issues were considered & accordingly following decisions were taken:-

- a.** The FAO presented the workflow to meet the fiscal management requirement of the SNTWU in reference to the workflow structure proposed under the Account Code Appendix IV- (A). During the presentation it was noted that the SNTWU has a unique feature of number of campuses & conducted colleges over other Universities. It was further mentioned that the said proposed workflow was considered on the hypothesis that there is need to put in place a flexible but robust centralised e-financial system integrating financial administration functionalities at 3 campuses for speedy disposal of work in a decentralise manner. It was assured by the FAO that under e-financial

system it would be possible to maintain the financial autonomy of each individual Department & Institution in the form of sub ledger accounts. Further it was stated that the same e-financial system would also work independently in the decentralised mode catering the requirements of University conducted colleges.

Upon detailed deliberation & understanding the pros & cons of the workflow model proposed, it was unanimously agreed that keeping in mind the campuses, number of conducted colleges there is need for centralised work flow system to control & manage the financial affairs in the most efficient manner. It was unanimously decided that the model proposed as per **ANNEXURE - I** be considered for implementation along with the structure of Sub Finance & Accounts Unit at each campus. Further it was decided to recommend the financial system model proposed as per **ANNEXURE - I** for the consideration & approval of the Management Council.

- b.** The Study Group reconsidered the Delegation of the Administrative & Financial Powers as per Appendix – I & II of the Account Code read with footnotes which were already considered by the fourth meeting of the Study Group as per Annexure II & III to the minutes of the said meeting.

It was decided that considering the financial requirement for expeditious implementation of academic programmes/projects there is a greater need to provide financial autonomy to the HoDs. After detailed review of each item of delegated administrative/financial power & after reconsideration of the delegation considered during the fourth meeting vide Annexure II & III to the minutes of the fourth meeting of the Study Group, it was unanimously decided that the same be considered finally as mentioned in the **ANNEXURE - II & ANNEXURE - III** to these minutes.

It was decided that the proposal of revised administrative & financial powers delegation as considered by the fifth Study Group as mentioned in the **ANNEXURE - II & ANNEXURE - III** be submitted to the Management Council for consideration & approval.

It was further decided to recommend to the Management Council the revised administrative & financial powers delegation structure as proposed in the **ANNEXURE -II & ANNEXURE – III** for the purpose of making rules in the said regard.

- c.** In view of the structure of the Finance & Accounts Department as proposed under the Account Code, the FAO presented the comparative study (Annexure III) of staffing pattern with Shivaji University & one proposed under the Account Code Appendix IV. Further it was mentioned by the FAO that the proposal for the creation of additional posts for the SNTWU Finance & Accounts Section was on the same line except one post of Dy. Finance & Accounts Officer that was already sanctioned for the SNTWU was considered in addition Dr. Nagrale suggested that the proposal for the creation of additional posts at SNTWU for the Finance and Accounts Section be considered as presented by the FAO keeping in mind the existing posts sanctioned for the Finance & Accounts Section / Grant / Examination / Salary, Pay & PF Section.

It was decided that the proposal for the creation of the additional posts as considered be unanimously approved as per Annexure -IV to these minutes. It was further decided that the proposal be adopted in principal & the same be submitted to the

Higher & Technical Education Department of Government of Maharashtra for the creation of additional post after the approval of the Management Council.

- d. It was discussed that the Account Code do not provide for the suitable provisions for the Conducted Colleges/Schools/Self Supporting Units & also do not cover provisions to meet the financial and accounting requirements of financial transactions at campuses, therefore, it was essential to consider suitable structure for the incorporation of annual accounts of campuses as well as incorporation of accounts of such Conducted Colleges in the SNTW University's Annual Account.

Since the structure of the Balance Sheet and Income & Expenditure account as proposed under the Account Code vide Appendix V & VI do not provide for incorporation of the Annual Accounts of the Conducted Colleges & Self Supporting Units into the Annual Accounts of the University, it was decided to recommend to the Management Council that the current forms of the Balance Sheet & Income & Expenditure Accounts as approved earlier by the Management Council be considered as valid forms & the forms of Balance Sheet and Income & Expenditure Account as proposed under the Account Code vide Appendix V & VI be adopted after the suitable changes are made in the Account code or upon the decision to implement the e-financial system.

5. The Study Group after consideration of the terms of reference decided to summarise its report as under in respect of the terms of reference:-

- a. To report the provisions & process prescribed under the University Account Code that can be adopted.

It was decided that the provisions & processes as laid down in the Maharashtra Universities Account Code since generally acceptable be considered for in principle adoption by the SNTW Women's University.

It was further decided to recommend in principle adoption of the provisions & processes as laid down in the Maharashtra Universities Account Code to the Management Council for its in principle approval & consideration.

- b. To report the provisions & process prescribed under the University Account Code which is inconsistent / conflicting with the current financial processes followed at S.N.D.T. Women's University & to suggest changes if any required.

It was further decided to recommend in principle adoption of the provisions & processes as laid down in the Maharashtra Universities Account Code to the Management Council for its consideration & approval except changes proposed in the **ANNEXURE – IV** incorporating the recommendations of the various Sub-Groups constituted by the Study Group.

- c. To report the provisions from which S.N.D.T. Women's University may seek exemption from its applicability, in view of the special provisions made in the Maharashtra Universities Act 1994.

In view of the special provisions made in the Maharashtra Universities Act 1994, it was felt during the discussion in the various meetings of the Study Group that currently there is no appropriate structure of the Finance & Accounts Section at the SNDT Women's University therefore issue of Delegation of the Financial Powers needs & putting appropriate structure for the Finance & Accounts Section to be considered on the lines as proposed in the following points of the Terms of Reference considering the requirement of an efficient financial administration at 4 campuses & number of conducted colleges.

- d. To review the existing Delegation of the Financial Powers & recommend the suitable structure in view of the provisions prescribed under the Account Code.

It was decided to recommend to the Management Council for its consideration & approval the revised administrative & financial powers delegation structure as proposed in the **ANNEXURE – II & ANNEXURE - III** for in principle adoption by the SNDT Women's University in lieu of the suggested structure as per Appendix – I & Appendix - II to the Maharashtra Universities Account Code.

It was further decided to recommend the revised administrative & financial powers delegation structure as proposed in the **ANNEXURE –II & ANNEXURE – III** for the purpose of making rules in the said regard.

- e. To make a report on any other suitable issue with the permission of the Hon. Vice Chancellor.

During the discussion in the various meetings the Study Group noted that there is no appropriate structure of the Finance & Accounts Section at SNDT Women's University therefore this issues needs serious consideration keeping in mind 3 campuses & number of conducted colleges.

It was unanimously decided that keeping in mind the suitability of the proposed centralised work flow system, the same be considered for implementation along with the structure of Sub Finance & Accounts Unit at each campus. It was therefore decided to recommend to the Hon. Vice Chancellor to put in place appropriate manpower as well as e-financial system for the effective implementation of the Maharashtra Universities Account Code in the SNDT Women's University.

It was recommended that as proposed in the **ANNEXURE – I** suitable infrastructure be created for the Finance & Accounts Section of the SNDT Women's University. It was further decided to place the same before the Management Council for its consideration & approval & then the same be submitted to the Higher & Technical Education Department Government of Maharashtra for consideration & approval.

It was further suggested that the S.N.D.T. Women's University should have integrated system having all the modules catering to the requirement of the various departments and functionalities.

Ms. Sulbha Pawar, invitee mentioned that in view of the need for the proper maintenance it was already decided to maintain the documentation record through e-storage system & the work was in process, the Study Group recognised the initiative

& decided to recommend the implementation for all departments as a step towards less paper office concept.

The Study Group considered the proposal as per **ANNEXURE – V & ANNEXURE VI** regarding creation of additional posts for the Finance & Accounts Section at SNTD Women's University & decided to recommend the proposal to the Management Council for the consideration & its approval.

6. It was resolved that the necessary Report to be compiled on the basis of the decisions taken in various meetings of the Study Group & be submitted to the Hon. Vice Chancellor for consideration & necessary action. It was unanimously resolved to authorise Chairman of the Study Group to finalise the Report of the Study Group on behalf of the Members & Invitees.

7. It was mentioned by the FAO that since this being the last meeting, as a Chairman of the Study Group it was very much essential to place on record sincere thanks for the wholehearted support & the outstanding intellectual contribution of all the members & invitees of the Study Group towards betterment of financial administration at SNTD Women's University as well as safeguarding the financial interest of the SNTDWU.

8. The Study Group placed on record, sincere appreciation of the efforts and support given by Mr. Pravin Hedao, Junior Stenographer in organising the various meetings & the required reference documents during the meeting.

9. The Study Group further placed on record sincere appreciation for the level of efforts taken by Ms. Varsha Sawant, Asst. Finance & Accounts Officer for quick compilation & submission of the desired information in the prescribed proforma in respect of "Chapter III – Working of Finance Department" assigned to the concerned Sub Group.

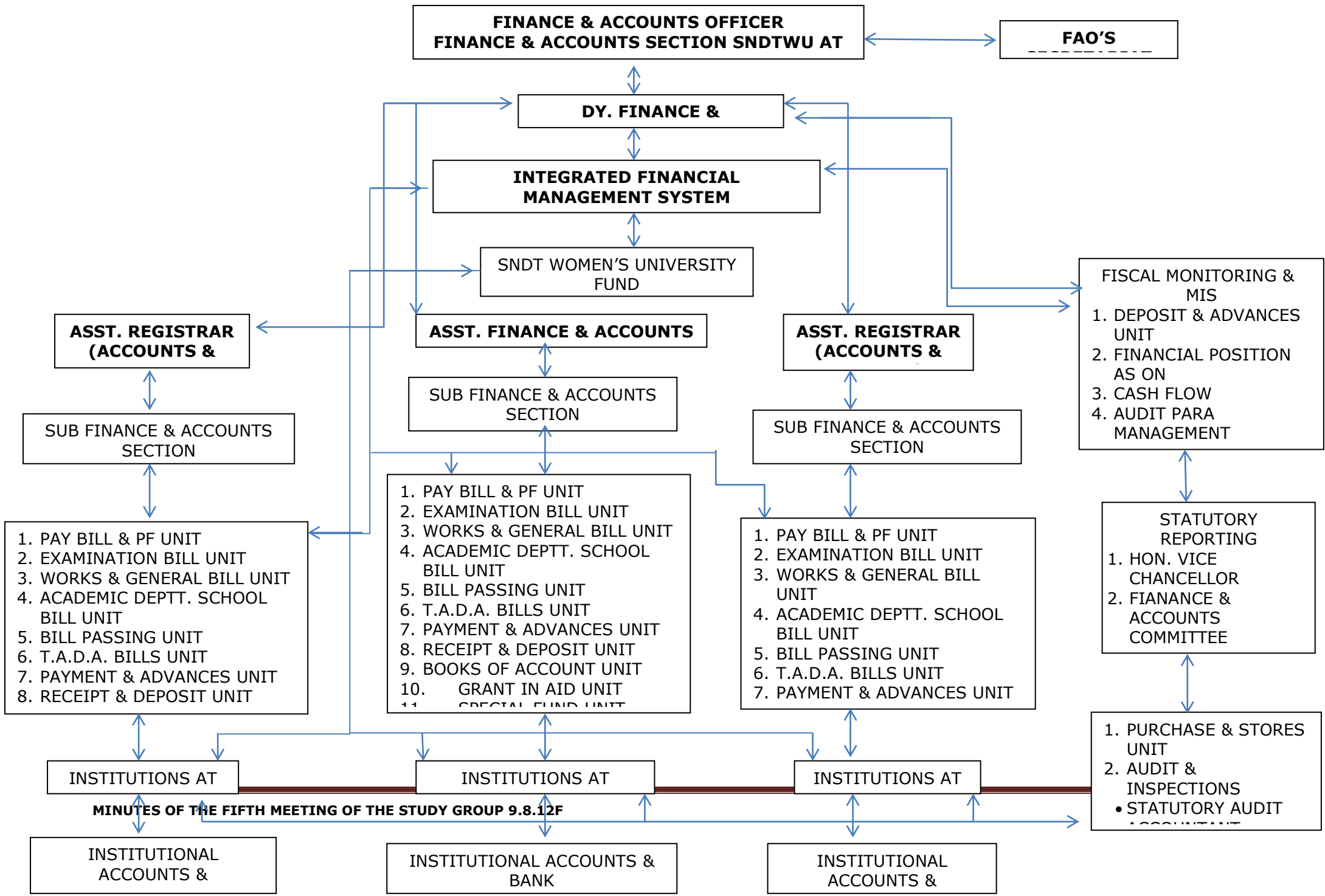
10. Further it was unanimously resolved to place on record sincere appreciation for envisioning the need to study the processes & provisions laid down in the Maharashtra Universities Account Code for better & effective implementation by the Hon. Vice Chancellor.

It was further decided to express gratitude towards Hon. Vice Chancellor for giving an opportunity to the Members & Invitees of the Study Group to contribute for the development of an efficient Financial Administration at SNTD Women's University after indepth understanding of the processes & provisions prescribed under the Maharashtra Universities Account Code.

11. The Minutes as above were unanimously confirmed by the Members & Invitees of the Study Group.

The Meeting concluded with a vote of thanks to the Chair.

ANNEXURE- I
PROPOSED INDICATIVE STAFFING PATTERN & STRUCTURE FOR THE FINANCE & ACCOUNTS SECTION AT SNDT WOMEN'S UNIVERSITY



ANNEXURE - II & ANNEXURE - III

STATEMENT SHOWING DELEGATION OF POWERS (Administrative/Financial)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
1)	Administrative/Financial sanction for Purchases/ 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 & any other item of recurring nature Subject to following the Rules & Regulations & availability of Budget Provision.	<ul style="list-style-type: none"> • Vice-Chancellor 	Full Power
		<ul style="list-style-type: none"> • Registrar 	
		<ul style="list-style-type: none"> • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer 	Up to Rs. 1,50,000/- (inclusive)
		<ul style="list-style-type: none"> • HOD/ University Librarian / Director of Students Welfare 	Up to Rs.75,000/- (inclusive)
		<ul style="list-style-type: none"> • Dy. Registrar (concerned) Dy. Finance & Accounts Officer/ Dean of Students 	Up to Rs50,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned)/ Medical Officer / Asst. Dean of Students/A.F.O. 	Upto Rs.15,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (Stores and Accounts) 	Upto Rs.15,000/- (inclusive)
		<ul style="list-style-type: none"> • University Accountant 	Upto Rs. 10,000/- (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 	Full Powers
		<ul style="list-style-type: none"> • HOD 	Up to Rs. 50,000/-
		<ul style="list-style-type: none"> • Dy. Registrar(Concerned) / Dy. Finance & Accounts Officer/Dean of Students 	Up to Rs.50,000/- (inclusive)
	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 	Full powers
		<ul style="list-style-type: none"> • Registrar 	
		<ul style="list-style-type: none"> • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer 	Up to Rs.2,00,000/- (inclusive)
		<ul style="list-style-type: none"> • HOD 	Up to Rs.50,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
		<ul style="list-style-type: none"> Dy. Registrar (concerned). 	Up to Rs. 20,000/- (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 Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer HOD 	Full powers within the budget provisions Up to Rs.25,000/- per annum
		<ul style="list-style-type: none"> Dy. Registrar (concerned) / Dean of Students/Dy. Finance & Accounts Officer 	Up to Rs. 10,000/-
	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 HOD (Concerned) Dy. Registrar (Concerned) 	Full powers Up to 25,000/- Per Annum Up to Rs.20,000/- (inclusive) Per Annum
	vii. Purchase of current newspapers 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) 	Full powers Up to Rs.20,000/- (inclusive) Per Annum
	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)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
		<ul style="list-style-type: none"> <li data-bbox="794 510 1220 701">• Dy. Registrar/Chief Accountant/HOD/Librarian/Coordinator/ DSW/ Director-Computer Centre/ Chief Rector/ Rector, Vidhyarthi Bhavan <li data-bbox="794 723 1220 790">• Asstt. Registrar (concerned) / Medical Officer 	<p data-bbox="1265 566 1513 633">Up to Rs.25,000/- (inclusive)</p> <p data-bbox="1265 723 1513 790">Up to Rs.10,000/- (inclusive)</p>
	<p data-bbox="288 853 600 880">ix. Repairs to vehicles</p> <p data-bbox="344 913 751 1010">Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li data-bbox="794 880 1046 907">• Vice-Chancellor <li data-bbox="794 981 959 1008">• Registrar <li data-bbox="794 1081 895 1108">• HOD <li data-bbox="794 1182 1190 1209">• Dy. Registrar (Concerned) 	<p data-bbox="1278 853 1501 949">Full powers (Per vehicle per year)</p> <p data-bbox="1265 949 1513 1046">Up to Rs.50,000/- (Per vehicle per year)</p> <p data-bbox="1265 1046 1513 1142">Up to Rs.50,000/- (Per vehicle per year)</p> <p data-bbox="1265 1142 1513 1238">Up to Rs.10,000/- (Per vehicle per year)</p>
	<p data-bbox="280 1279 751 1375">x. Repairs to furniture, Fixture & Building (Civil & Electrical Work)</p> <p data-bbox="344 1408 751 1505">Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li data-bbox="794 1290 1046 1317">• Vice-Chancellor <li data-bbox="794 1361 959 1388">• Registrar <li data-bbox="794 1440 1126 1507">• Dy. Registrar (Civil) / University Engineer <li data-bbox="794 1552 895 1579">• HOD 	<p data-bbox="1310 1290 1469 1317">Full powers</p> <p data-bbox="1254 1346 1525 1413">Up to Rs.1,00,000/- (inclusive)</p> <p data-bbox="1265 1440 1513 1507">Up to Rs.25,000/- (inclusive)</p> <p data-bbox="1265 1529 1513 1597">Up to Rs.25,000/- (inclusive)</p>
	<p data-bbox="272 1644 703 1740">xi. Hiring of vehicles, equipment's, furniture and other services</p> <p data-bbox="344 1774 751 1870">Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> <li data-bbox="794 1650 1046 1677">• Vice-Chancellor <li data-bbox="794 1700 959 1727">• Registrar <li data-bbox="794 1760 1190 1794">• Controller of Examinations <li data-bbox="794 1827 1214 1895">• Director, Board of College & University Development <li data-bbox="794 1917 1190 1944">• Finance &Accounts Officer 	<p data-bbox="1310 1650 1469 1677">Full powers</p> <p data-bbox="1265 1722 1513 1789">Up to Rs.50,000/- (inclusive)</p>

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
		<ul style="list-style-type: none"> HOD 	Up to Rs.50,000/- (inclusive) per year
	<p>xii. Powers to give orders for printing and binding (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	Full powers
		<ul style="list-style-type: none"> HOD 	Up to Rs.50,000/- (inclusive)
		<ul style="list-style-type: none"> Dy. Registrar (concerned)/ Chief Accountant 	Up to Rs.20,000/- (inclusive)
	<p>xiii. Travelling Allowance claims</p> <p>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)</p>	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
	<p>b) in case of the bills of the - Class I and Other Officers & Staff working under them. (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<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.)
	<p>c) In case of other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules)</p> <p>Subject to following the Rules & Regulations & availability of Budget Provision.</p>	<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. Registrar (concerned) / Chief Accountant 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> Asstt. Registrar (concerned) 	Up to Rs.2,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	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 in case of the claims of Registrar COE, Director-BCUD, FAO
		<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. Registrar (Concerned) / Chief Accountant 	Up to Rs.5,000/- (inclusive)
		<ul style="list-style-type: none"> • Asstt. Registrar (concerned) 	Up to Rs.2,000/- (inclusive)
	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 	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)
		<ul style="list-style-type: none"> • Dy. Registrar (concerned) / Chief Accountant 	Up to Rs.20,000/- (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

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
			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
2)	NON-RECURRING		
	<p>i. Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non- recurring nature.</p> <p>Subject to approval of the Purchase Committee & by following the Rules & Regulations & availability of Budget Provision.</p>	<ul style="list-style-type: none"> • Vice-Chancellor • Registrar • Controller of Examinations • Director, Board of College & University Development • Finance &Accounts Officer • Dy. Registrar (concerned) / Chief Accountant • HOD/Librarian/Co-coordinator/DSW/Director-Computer Centre/Chief Rector/Rector Vidhyarthi Bhavan • Asstt. Registrar (concerned) / Medical Officer 	<p>Full powers</p> <p>Up to Rs.5,00,000/- (inclusive)</p> <p>Up to Rs.25,000/- (inclusive)</p> <p>Up to Rs.1,00,000/- (inclusive)</p> <p>Up to Rs,5,000/- (inclusive)</p>
	<p>ii. Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature</p> <p>(subject to recommendations of write -off committee)</p>	<ul style="list-style-type: none"> • Management Council 	Full powers
	<p>iii. (a) Sanction to major works</p>	<ul style="list-style-type: none"> • Building & Works Committee 	Full powers

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	(b) 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.	• Vice-Chancellor	Full powers
		• Registrar	Up to Rs.5,00,000/- (inclusive)
		• Dy. Registrar	Up to Rs.50,000/- (inclusive)
		• University Engineer (Civil/Elect.)	Up to Rs.50,000/- (inclusive)
	(c) 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.	• Registrar	Up to Rs.1,00,000/- (inclusive)
		• Dy. Registrar • University Engineer (Civil/Elect.)	a) Up to Rs.25,000/- (inclusive) at D.S.Rates without quotations. b) Up to Rs. 20,000/- by Calling quotations.
	(d) 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.	• Vice-Chancellor	Full powers
		• Registrar	Up to Rs. 10,00,000/-
		• Deputy Registrar • University Engineer (Civil/Elect.)	Up to Rs. 50,000/-
	(e) To extend date of completion of works	• Building & Works Committee	Full powers
3)	Sanctioning write-off of loss of Receipt Books / Cheque Books and other money value books / measurement books subject to approval of Finance Committee	• Management Council	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old newspapers etc. and dismantle material	• Registrar • HOD	Full powers

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
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
		<ul style="list-style-type: none"> Dy. Registrar (Concerned) /D.F.O. HOD 	Full Powers in case of Affiliation Fees Above Rs.5,000/- Up to the amount of Fees
		<ul style="list-style-type: none"> Asstt. Registrar (Concerned) 	Up to Rs.5,000/- (inclusive)
	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 	Above Rs.200,000/-
<ul style="list-style-type: none"> Dy. Registrar (Finance & Accounts) / Dy. Finance & Accounts Officers 		Up to Rs.200,000/- (inclusive)	
<ul style="list-style-type: none"> Asstt. Registrar(Finance & Accounts)/ Asst. Finance & Accounts Officers 		Up to Rs.50,000/- (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"> H.O.D. (Concerned Department) / Librarian/ Coordinator/ / DSW/ etc. 	Full Powers*
		<ul style="list-style-type: none"> Dy. Registrar (concerned) / D.F.O. 	Full Powers*
	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.

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	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 	Above Rs.25,000/-
		<ul style="list-style-type: none"> Jointly by Dy. Registrar (Stores) and Dy. Registrar of concerned department 	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 	Up to Rs.25,000/-
		<ul style="list-style-type: none"> F.A.O. /Dy/Asst Finance & Accounts Officer/ Accountant and Dy. Registrar (Civil) 	Above Rs.25,000/- up to Rs.50,000/-
	v. Acceptance of Tenders :	<ul style="list-style-type: none"> Purchase Committee 	Full Powers *
	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 	Full powers
		<ul style="list-style-type: none"> Registrar Controller of Examinations Director, Board of College & University Development Finance &Accounts Officer 	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 	Up to Rs.1,00,000/- (inclusive)

Sr. No	Subject	Power to whom delegated	Powers Delegated per each item
	viii. Purchases of items directly from the specific manufacturer in case of proprietary items.	<ul style="list-style-type: none"> Vice-Chancellor 	Full Powers
	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./ Librarian/Coordinator/ Director-Computer Centre/ Chief Rector/ Rector Vidhyarthi Bhavan 	Full Powers
		<ul style="list-style-type: none"> Dy. Registrar/Chief Accountant / Asstt. Registrar (Concerned) 	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)
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)

Note:

- 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.1,000/- 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) The Vice-Chancellor may re-delegate his powers to Pro Vice-Chancellor.

APPENDIX VI

DELEGATION OF POWERS (Finance Department)

ACCOUNTS WING		AUDIT WING	
Signing of vouchers		Passing of vouchers	
Superintendent of concerned section	All vouchers prepared in the concerned Unit.	Superintendent (Bill Passing Unit) and Superintendent (T.A.D.A.)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Signing of Pay Bills		Signing of cheques	
Finance & Accounts Officer	Monthly Pay Bills	Superintendent (Payment Unit)	Up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	Up to Rs.200,000/-
Supplementary Pay Bills including Daily wages & Honorarium –		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Up to Rs.5,00,000/-
		Finance & Accounts Officer	Above Rs.5,00,000/-
Dy. Registrar	Up to Rs.500,000/-		
Finance & Accounts Officer	Above Rs.500,000/-	Signing of Cash Books	
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Finance & Accounts Officer	Signing of monthly Abstract

ANNEXURE – IV

THE PROVISIONS & PROCESS PRESCRIBED UNDER THE UNIVERSITY ACCOUNT CODE WHICH ARE INCONSISTENT / CONFLICTING WITH THE CURRENT FINANCIAL PROCESSES FOLLOWED AT S.N.D.T. WOMEN'S UNIVERSITY & TO SUGGEST CHANGES IF ANY REQUIRED.

**THE MAHARASHTRA UNIVERSITIES ACCOUNT CODE
Sub-Group-for Chapter I
General Principles (Page No.1 to 19)**

1. Dr. Madhura Kesarkar - Director, B.C.U.D.
2. Dr. Jayashree Shinde - HoD, Education Technology

Rule No.	Rule Provision	New Provision / Change Rule	Justification
1.4(i)	Head of Department means, a person, who is designated as Head of Academic Department	Head of Department means, a person, who is designated as Head of Academic Department and include Director/Principals of the conducted institutes and colleges of the SNDT Women's University	Administrative & Academic Convenience

Sub-Group-for Chapter II – Budget (Page No.20 to 24)

1. Dr. Virendra Nagrale - HoD, Geography, Pune
2. Mr. Satish Narkar - Deputy Registrar, Grants Section

Chapter II – Budget

Rule No.	Rule Provision	New Provision / Change Rule	Justification
2.3	Delegated Budgets - Each section which receives or spends University funds is required before the end of October every year, to prepare a budget for the ensuing financial year, based on the actual receipts and expenditure of the last three years, and submit it to the Finance and Accounts Officer, who will compile it.	After scrutiny of the budget estimates by the committee appointed by the Madam Vice-Chancellor the Budget will be submitted to the Finance & Accounts Officer for compilation	As per University prevailing practice before compilation Proposed Budget is discussed with concerned heads of the section
2.8	Vice-Chancellor shall have the right to re-appropriate the budget provisions, on the recommendations of the Finance and Accounts officer. All the cases of re-appropriation shall be submitted to the Senate through Finance & Accounts Committee and Management Council for its final approval, in the form of revised budget provisions.	At its first meeting to be held in Dec./January	Since revised budget is to be approved by the Senate instead of placing the same along with budget estimates of next year it is proposed to place before first senate in the month of December/January Or Madam Vice Chancellor be permitted to Approve the revised budget and same be placed before Senate for information
2.12 (i)	The skeleton forms of the Budget Estimates shall be prepared by all the budget controlling officers and shall be submitted to Finance department before 15th of October After the scrutiny of all these demands by sub-committee of Finance and Accounts Committee the preliminary budget will be prepared by	The skeleton forms of the Budget Estimates shall be prepared by all the budget controlling officers and shall be submitted to Finance department before 10 th November	for preparing as per format given in Section 2.11 for revised budget estimates actuals up to 31 st Oct. are taken hence dept. Will not be able to prepare Budget before 10 th Nov.

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	Finance and Accounts Section up to 15th December after the meetings with all Heads of Administrative, Academic and other departments / sections		
2.12 (iv)	The budget estimates recommended by the Management Council shall be placed before the meeting of the Senate to be held in March for final approval	Revised Budget is to be approved in the meeting of senate normally held in Dec. and only budget estimates for the ensuing year will be presented in the annual senate meeting in March	Please refer note for point No.2.8

Sub-Group-for Chapter III -Working of Finance Department (Page No.25 to 44)

1. Mr. Virendra Jadhavrao - Finance & Accounts Officer – Chairperson
2. Ms. Varsha Sawant - Asstt. Finance & Accounts Officer
3. Ms. Anushree Dandekar - S.N.D.T. Women’s University Accountant

Chapter III : WORKING OF FINANCE DEPARTMENT

Rule No.	Rule Provision	New Provision / Change Rule	Justification
Chapter 3	Receipt Unit	<p>1.Receipt Unit & Investment Management</p> <p>13. Office Administration & Coordination Unit</p> <p>14. System Administration & Database Management Unit</p>	<p>As Investment is needed to make efficient use of money received &the money that do not require for immediate expenditure</p> <p>Smooth working of the Finance & Accounts Section requires a coordination & administration unit.</p> <p>e-financial system is inevitable to manage the data in Finance & Accounts Section</p>
Rule 3.6	No advance receipt shall be issued unless it is required under the rules of Government, or required by the funds releasing authority, and is authorised by the Superintendent /Assistant Superintendent or equivalent who shall put his initials thereon. Such receipts, if allowed to be issued, shall be taken note of by the clerk concerned, in a separate register to be maintained by him for the purpose. Chief Accountant/ Dy. Registrar/ the officer	No advance receipt shall be issued unless it is required under the rules of Government, or required by the funds releasing authority, and is authorised by the Superintendent/Assistant Superintendent or equivalent who shall put his initials thereon. Such receipts, if allowed to be issued, shall be taken note of by the clerk concerned, in a separate register to be maintained by him for the purpose. Chief Accountant / Dy. Finance Officer/Dy. Registrar/ the	Administrative convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	designated for this purpose shall actually verify that all the amounts for which advanced receipts are issued, are duly credited on the dates mentioned against each entry.	officer designated for this purpose shall actually verify that all the amounts for which advanced receipts are issued, are duly credited on the dates mentioned against each entry.	
3.7	At the end of each month, the classified collection register shall be closed and submitted to the Chief Accountant , by the Superintendent/Asst. Superintendent or equivalent after recording therein a certificate to the effect that he has verified that all the amounts shown therein were actually received and credited on the dates mentioned against them except those mentioned separately.	At the end of each month, the classified collection register shall be closed and submitted to Chief Accountant/Dy.Finance Officer/ ASST.FINANCE & ACCOUNTS OFFICER, by the Superintendent/Asst. Superintendent or equivalent after recording therein a certificate to the effect that he has verified that all the amounts shown therein were actually received and credited on the dates mentioned against them except those mentioned separately.	Administrative convenience
3.10	In the case of receipts in foreign currency, the amount shall initially be credited to the suspense account. Separate pay-in-slip shall invariably be used in respect of each receipt pertaining to the suspense account. The concerned papers shall be sent to the Assistant Registrar in charge. He shall note down the exact amount realized against the receipt in Suspense Register. The exact amount will then be transferred to the respective funds and the balance amount disposed of according to the instructions from the respective Departments. The counter clerk shall take note of all	In the case of receipts in foreign currency, the amount shall initially be credited to the suspense account. Separate pay-in-slip shall invariably be used in respect of each receipt pertaining to the suspense account. The concerned papers shall be sent to the Assistant Registrar in charge. He shall note down the exact amount realized against the receipt in Suspense Register. The exact amount will then be transferred to the respective funds and the balance amount disposed of according to the instructions from the respective Departments. The counter clerk shall take note of all remittances received in foreign currencies in a separate register recording therein the name of the party,	Proper recording of transaction of FCRA Accounts & to avoid loss of currency conversion rate

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	remittances received in foreign currencies in a separate register recording therein the name of the party, from whom received, the amount received, the amount realized and how disposed of.	from whom received, the amount received, the amount realized and how disposed of. It shall be ensured that the foreign currency so received on account of foreign student fees & deposited under suspense account shall be credited to FCRA Account & converted in the Indian Rupees to avoid loss on account of fall in currency conversion rates or otherwise. <i>Provisions relating to FCRA Account & Standard Operating Processes (SOP) to be added for the Project Receipts having Foreign Funding.</i>	
3.11	The Superintendent/Asstt. Superintendent shall ensure that the amount collected at counter is remitted to the bank on the next working day on which it is collected and a receipt for the same obtained from the counter of the Finance department. The remittance shall be accompanied by the relevant receipt books and the Collection Register in which particulars regarding: receipt numbers issued, the amount collected and the budget head creditable shall be recorded. In case no receipt could be issued for any amount received by them, for want of particulars, such amount be separately handed over to be held in suspense, but under no circumstances shall the day's collections be allowed to be kept by the clerk/any other person	The Superintendent/Asstt. Superintendent/Accountant shall ensure that the amount collected at counter is remitted to the bank on the next working day on which it is collected and a receipt for the same obtained from the counter of the Finance department. The remittance shall be accompanied by the relevant receipt books and the Collection Register in which particulars regarding: receipt numbers issued, the amount collected and the budget head creditable shall be recorded. In case no receipt could be issued for any amount received by them, for want of particulars, such amount be separately handed over to be held in suspense, but under no circumstances shall the day's collections be allowed to be kept by the clerk/any other person concerned in the Units/ Sections/ Departments.	Administrative Convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	concerned in the Units/ Sections/ Departments.		
3.12 A	Addition	Every Payment on account of amount collected at the counter shall be remitted to the bank account by way of challan as prescribed for the payment of money into the bank account of SNDTWU.	To keep proper record of students
3.13	It shall be the duty of the Superintendent/Assistant Superintendent to check the collection register with the bank scroll and ensure that the total collection remitted is in agreement with the total number of receipts issued. He shall put his initials on the last page of the collection register in token of his having checked the same. In case where the amount is directly deposited in the bank by the Department the same shall be verified with reference to the bank scroll, and the fresh receipt shall be prepared for the purpose of the cash book transactions. In case of discrepancy or omission to deposit the amount regularly, the attention of the Department/ Section/Unit concerned shall be drawn immediately and its explanation called for. The matter shall also be reported to the FINANCE AND ACCOUNTS OFFICER.	It shall be the duty of the Superintendent/Assistant Superintendent/Asst Accountant to check the collection register with the bank scroll and ensure that the total collection remitted is in agreement with the total number of receipts issued. He shall put his initials on the last page of the collection register in token of his having checked the same. In case where the amount is directly deposited in the bank by the Department the same shall be verified with reference to the bank scroll, and the fresh receipt shall be prepared for the purpose of the cash book transactions. In case of discrepancy or omission to deposit the amount regularly, the attention of the Department/ Section/Unit concerned shall be drawn immediately and its explanation called for. The matter shall also be reported to the FINANCE AND ACCOUNTS OFFICER.	Administrative Convenience
3.14	The Superintendent / Assistant Superintendent shall call for all such receipt books which are issued by him but are not tendered by the section concerned for	The Superintendent/Assistant Superintendent/Asst Accountant shall call for all such receipt books which are issued by him but are not tendered by the section concerned for over a	Administrative convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	over a period of one month and ensure that all the receipts issued from the book are accounted for. All used receipt books shall be returned to Receipt Section.	period of one month and ensure that all the receipts issued from the book are accounted for. All used receipt books shall be returned to Receipt Section.	
3.15	The Superintendent / Assistant Superintendent shall ensure that all DDs/Cheques received on the previous day are deposited into the bank on the following day. A note of the bank acknowledgement shall be taken in the DD/Cheque deposit under the signature of the bank Cashier. Superintendent/Assistant Superintendent shall ensure that all the bank deposit forms are filed along with the receipts issued against those DDs/Cheques. He shall ensure that all the challans issued at the counter are deposited in the bank, and prepare a monthly report of the challan numbers which were not produced in the bank and submit the same to the Chief Accountant on the 5th of each month, through the Assistant Registrar.	The Superintendent/Assistant Superintendent/Asst Accountant shall ensure that all DDs/Cheques received on the previous day are deposited into the bank on the following day. A note of the bank acknowledgement shall be taken in the DD/Cheque deposit under the signature of the bank Cashier. Superintendent/Assistant Superintendent /Asst. Accountant shall ensure that all the bank deposit forms are filed along with the receipts issued against those DDs/Cheques. He shall ensure that all the challans issued at the counter are deposited in the bank, and prepare a monthly report of the challan numbers which were not produced in the bank and submit the same to the Chief accountant/Dy.Finance Officer on the 5th of each month, through the Assistant Registrar/ Asst. Finance & Accounts Officer.	Administrative convenience
3.21	Duplicate keys of the safe shall be kept in a sealed cover and deposited in the Bank Safe Deposit vault. A duplicate key register shall be maintained by the Superintendent (Cheque) and once a year in each April, the keys deposited in the bank shall be examined and taken for daily use and the keys	Duplicate keys of the safe shall be kept in a sealed cover and deposited in the Bank Safe Deposit vault. A duplicate key register shall be maintained by the Superintendent (Cheque) and once a year in each April, the keys deposited in the bank shall be examined and taken for daily use and the keys which are being used shall be kept in a sealed cover and	Administrative convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	which are being used shall be kept in a sealed cover and deposited in the bank. A note of this change shall be taken under the signature of Chief Accountant.	deposited in the bank. A note of this change shall be taken under the signature of Chief Accountant/Dy.Finance Officer.	
3.25	All demands for printing of special type of cheque books with the words 'A/c Payee only' printed thereon shall be placed with concerned bank by the Superintendent/ Asstt. Superintendent through the Chief Accountant. All special type of cheque books shall remain in the custody of the Superintendent/Asstt. Superintendent. Before issuing the cheque books to the Clerk, the Superintendent/Asstt. Superintendent shall ensure that the total number of forms contained therein are recorded on the reverse of the last counterfoil of the said cheque book and their numbers noted in the 'Cheque Forms Control Register'.	All demands for printing of special type of cheque books with the words 'A/c Payee only' printed thereon shall be placed with concerned bank by the Superintendent/ Asstt. Superintendent through the Chief Accountant Chief Accountant/Dy. Finance Officer. All special type of cheque books shall remain in the custody of the Superintendent/Asstt. Superintendent. Before issuing the cheque books to the Clerk, the Superintendent/Asstt. Superintendent shall ensure that the total number of forms contained therein are recorded on the reverse of the last counterfoil of the said cheque book and their numbers noted in the 'Cheque Forms Control Register'.	Administrative convenience
3.26	Actual physical verification of stock of all the cheque books lying with the Superintendent/Asstt. Superintendent shall be carried out twice a year (in the last week of September and March) and a certificate recorded by him to that effect. The said register shall be submitted to the Chief Accountant for his signature.	Actual physical verification of stock of all the cheque books lying with the Superintendent/Asstt. Superintendent shall be carried out twice a year (in the last week of September and March) and a certificate recorded by him to that effect. The said register shall be submitted to the Chief Accountant / Dy. Finance Officer for his signature.	Administrative convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
3.27	<p>Whenever any account is opened with a new bank, it shall be the duty of the Superintendent/Asstt. Superintendent and the Asstt. Registrar to ensure that standing instructions are issued to the said bank to the effect that no cheque book containing bearer forms is issued by it against the said account. To enable the office to encash order cheques drawn payable to 'self' the Superintendent/Asstt. Superintendent and the Asst. Registrar shall ensure that specimen signatures of some of the persons working in the Cash Unit who are usually sent to the bank for encashment are lodged with the banks so that no cheque could be encashed unless two specimen signatures are put on the cheque viz. one of the drawer and the other of the person who goes to the bank for encashment.</p>	<p>Whenever any account is opened with a new bank, it shall be the duty of the Superintendent/Asstt. Superintendent/Asst. Accountant /Asst. Finance & Accounts Officer and the Asstt. Registrar to ensure that standing instructions are issued to the said bank to the effect that no cheque book containing bearer forms is issued by it against the said account. To enable the office to encash order cheques drawn payable to 'self' the Superintendent /Asstt. Superintendent/Asst. Accountant / Asst. Finance & Accounts Officer and the Asst. Registrar shall ensure that specimen signatures of some of the persons working in the Cash Unit who are usually sent to the bank for encashment are lodged with the banks so that no cheque could be encashed unless two specimen signatures are put on the cheque viz. one of the drawer and the other of the person who goes to the bank for encashment.</p>	Administrative convenience
3.29	<p>The Superintendent/Asstt. Superintendent shall maintain a separate register wherein all cheques issued from the different funds and intended to be handed over shall be recorded. The said register shall be signed by the Chief Accountant daily. After the cheques are handed over, the signature of the person to whom the</p>	<p>The Superintendent/Asstt. Superintendent shall maintain a separate register wherein all cheques issued from the different funds and intended to be handed over shall be recorded. The said register shall be signed by the Chief Accountant / Dy. Finance Officer daily. After the cheques are handed over, the signature of the person to whom the cheque is handed over shall</p>	Administrative convenience

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	cheque is handed over shall invariably be obtained. In case any cheque is not handed over on the same day, the same shall be sent by post.	invariably be obtained. In case any cheque is not handed over on the same day, the same shall be sent by post.	
3.30(A)	Addition	Payment by RTGS & NEFT shall be made in lieu of cheque by obtaining advance stamp receipt from the payee as per procedure laid down below:	Speedy Bank Transaction
3.31	<p>Drawal of Cheques As soon as the claims are passed for payment by Bills Passing Unit, they will be sent to the Payment Unit which will put thereon the date of their receipt in the Section. The Superintendent will then arrange them in the following order and ensure that payment is made with utmost promptness:</p> <p>a) Immediate Payments: Bills for service & other charges received, like telephone, electricity, L.I.C. Govt. Departments, bills for Internal Fund transfers and such other claims as may be marked by the authorities as Immediate Payments.</p> <p>b) Priority Payments: Bills for Advance, Provident Fund Loans and refunds, over-time payments and such other claims as may be marked by the authorities as priority</p>	<p>Drawal of Cheques & Payment by NEFT / RTGS As soon as the claims are passed for payment by Bills Passing Unit, they will be sent to the Payment Unit which will put thereon the date of their receipt in the Section. The Superintendent will then arrange them in the following order and ensure that payment is made with utmost promptness:</p> <p>(a) Immediate Payments: Bills for service & other charges received, like telephone, electricity, L.I.C. Govt. Departments, bills for Internal Fund transfers and such other claims as may be marked by the authorities as Immediate Payments.</p> <p>(b) Priority Payments: Bills for Advance, Provident Fund Loans and refunds, over-time payments and such other claims as may be marked by the authorities as priority payments.</p> <p>(c) All other bills shall be drawn in the order in which they</p>	Speedy Bank Transaction

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	<p>payments.</p> <p>c) All other bills shall be drawn in the order in which they are received in the Payment Unit.</p>	<p>are received in the Payment Unit.</p> <p>(d) Payment can also be made by RTGS & NEFT in lieu of cheque where an advance stamp receipt from the payee is obtained & as per procedure laid hereinabove.</p>	
3.36	The Superintendent/Asst. Superintendent shall check in all respects the correctness of the cheque drawn and the same shall be read with and verified. All of the clerks who draw cheques will put their initials on the relevant counterfoils.	The Superintendent /Asst. Superintendent / Asst. Accountant shall check in all respects the correctness of the cheque drawn and the same shall be read with and verified. All of the clerks who draw cheques will put their initials on the relevant counterfoils.	Administrative convenience
3.36 (A)	Addition	No bill shall be forwarded to the Finance & Account Office without obtaining the sanction to the expenditure by the Competent Authority. All such bills forwarded to the Finance & Account Office shall bear the Certificates as prescribed per Appendix 8:- Type of Bill & Certificates Telephone – Official & Private calls/Admissible usage Stationery/equipment /material Library books	To keep control over the transaction in finance & account department and to help for audit purpose.
3.37	Disposal of Cheques	Disposal of Cheques/ NEFT & RTGS RETURN	Speedy Bank Transaction
3.38	The Superintendent/Asstt. Superintendent (Cheques) shall ensure that the undelivered cheques or the unpaid bills lying with the counter clerk are reviewed every fortnight.	The Superintendent / Asstt. Superintendent (Cheques)/ Asst. Accountant shall ensure that the undelivered cheques or the unpaid bills lying with the counter clerk are reviewed every fortnight. 3.38A In case where there is	Administrative convenience & control over the return amount of NEFT/RTGS

Rule No.	Rule Provision	New Provision / Change Rule	Justification
		return of NEFT & RTGS due intimation of the return shall be given to the payee & the amount shall be kept under suspense head as deposit till the reconciliation is done & final payment is made or expenditure is written back.	
3.39A	Demand Drafts and Letters of Credit	The concerned Head of Department in consultation with the Finance & Accounts Officer/ Dy. Finance Officer shall take necessary steps to freeze the rate of foreign currency at appropriate time to avoid the loss on account of higher currency conversion rates.	To avoid the loss of currency conversion rates.
3.40A	Payment of Money Orders	Dy. Finance Officer shall ensure that the payment has been made to the payee where payment is sent by Money Order & maintain an account of the Money Order returned by the Post Office if any.	To track over the transaction carry by Money order
3.48A	Cash Payment Addition	No payment on account of reimbursement of petty cash advance shall be made in cash & the said payment to be credited to the official bank account of the concerned Head of Department.	To keep control over the cash transaction
3.55A	All vouchers shall be properly filed and remain in the charge of the Superintendent. He shall ensure that they are kept under proper lock and key.	All vouchers shall be properly filed and remain in the charge of the Superintendent. He shall ensure that they are kept under proper lock and key. All voucher shall be system generated unless the system is down due to technical snag.	To keep control over daily transactions
3.57	A bank reconciliation statement shall be prepared	A bank reconciliation statement shall be prepared on weekly	To keep control over the bank

Rule No.	Rule Provision	New Provision / Change Rule	Justification
	on weekly basis & for all the bank accounts.	basis & for all the bank accounts. It shall be the responsibility of the concerned Head of Department & Superintendent/Accountant to ensure that the differences are settled forthwith & the statement shall be prepared on or before 5 th of the following month.	transaction and to know the Bank balance as per cash cash book while drawing cheques
3.60A	Addition	It shall be the responsibility of the Dy Finance Officer or concerned Head of Department to ensure that all the printing of books is done periodically on daily/weekly/monthly basis & the same are signed as a token of verification & authenticity. It shall further be the responsibility of the Dy Finance Officer or the concerned Head of Department to further ensure that the data is stored in proper form & daily back up is taken.	To maintain the books of accounts in proper form

Sub-Group for Chapter IV – STORES ACCOUNTS (Page No.45 to 59)

1. Mr. Umakant N. Jadhav - Deputy Registrar – Invitee
2. Mr. Kishor C. Pai - Deputy Registrar – Invitee

Rule No.	Rule Provision	New Provision / Change Rule	Justification
4.6.2 (m)	All the purchases of books and journals shall be placed before purchase committee for approval.	Replace the words "Purchase Committee" by the words "Library Committee".	As per Section 75(1) of the Act, the Library Committee is empowered in this behalf.
4.15 (a) (3)	The verification would always be subject to surprise test-check by some independent officers.	Replace the words "independent officers" by the words "University Librarian".	Section 19 empowers the University Librarian in this behalf.
4.16 (1)	The list shall be placed before Write-Off Committee for consideration and recommendation as per the Shivaji University General Statutes & Maharashtra Universities Act 1994. The Committee shall survey the stores and make a report together with its recommendations.	Replace the words "Shivaji University General Statutes" by the word "University".	Typographical error.
4.16 (4)	Stock verification in accordance with University policy may donate university equipment and supplies. Any non-profit organisation may qualify for a donation. The organisation must submit a letter to the Vice-Chancellor, Shivaji University, Kolhapur, requesting donation of items. All donations of equipment must be processed through Stock Verification Section.	The words 'to be framed after the words' "University Policy".	As the University Policy requires to be framed in this behalf.

Sub-Group-for Chapter V – Works Accounts (Page No.60 to 79)

1. Dr. G. Y. Shitole - HoD, Commerce, Churchgate
2. Dr. P. N. Mandhare - Controller of Examinations
3. Mr. Ashish Kamble - University Engineer

Rule No.	Rule Provision	New Provision / Change Rule	Justification
5.22 P.69	Provision for repairs	There should be provision for A.M.C. for comprehensive as well non-comprehensive work of the University building	Need for maintaining building
5.61 P.79	Immovable property the University Engineer also Maintain Register	The University Engineer shall also maintain Register campuswise	The campuses of the University

ANNEXURE - V

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 SNTWU		
			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	4	0	1	4
2.	Payment Unit Cheque Section	<ul style="list-style-type: none"> Custody and accounting of cheque books and other valuables. 	0	1	2	0	1	4	0	1	4

	Drawal of all cheques of the passed bills	<ul style="list-style-type: none"> 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. 									
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. <ul 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 e. Bank wise Receipt / Payment f. Date wise Bank Abstract g. Budget Group wise Consolidated Receipt h. Budget Group wise Detailed Receipt i. Budget GroupWise Consolidated Payment j. Budget Group wise Detailed Payment k. Cheque Issued but not encashed l. Budget wise Daily Cash/Bank Receipt m. Budget head wise bank Payment for the 	0	1	4	0	1	6	0	1	6

		<p>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, coordinators, 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 charges Bills, Medical Reimbursement Bills, Arrears Bills. • TDS and Income Tax Returns. 	0	1	5	0	1	6	0	1	6

		<ul style="list-style-type: none"> • Issue of Income Tax Form No.16. 									
5.	<p>Examination Bills Unit</p> <p>All bills pertaining to Examination</p>	<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	2	0	1	5	0	1	5
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, 	0	1	4	0	1	5	0	1	5

		laboratory and refund of educational fees. <ul style="list-style-type: none"> • Insurance of University Property including building, equipments & machinery. • Maintaining Advance Register. 									
7.	Academic Department/Schools Bills Unit P.G. Bills Section All bills pertaining to Academic Deptt/Schools Library etc. All bills pertaining to Examination	<ul style="list-style-type: none"> • 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. • 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 	0	1	4	0	1	6	0	1	6

		wares etc.										
8.	T.A.D.A. Bills Unit Passing of all travelling expenditure bills	<ul style="list-style-type: none"> Scrutiny and passing of all travelling allowance claims. 	0	1	1	0	1	2	0	1	2	
9.	Bill Passing Unit	<ul style="list-style-type: none"> Scrutiny & Passing of all bills received from various sections 	0	1	7	0	1	8	0	1	8	
10.	Budget Unit Preparation of budget and budgetary control, Finance & Accounts Committee Work	<ul style="list-style-type: none"> Preparation of Annual and Revised Budget. Maintain record of the Finance and Accounts Committee Meetings. To deal with all the re-appropriation cases. To maintain R&D Fund and Depreciation Fund accounts. Scheduling of Budget Meetings. 	0	1	1	0	1	2	0	1	2	
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 	0	1	5	0	1	7	0	1	7	

		Committee meetings.									
12.	Internal Audit Unit a) Stock Verification related work b) Post Payment Audit	<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. Onward submission of passed bills to Cheque Section/Cashier for drawl of cheque/cash payment. 	0	1	7	0	1	6	0	1	6
13.	Publication Section	<ul style="list-style-type: none"> Maintenance, distribution and sale of university publications. Planning for printing / reprinting of text books. Monthly Reconciliation of sale proceeds with stock register. Write off of the out dated stocks. 	0	0	1	0	0	0	0	0	0
TOTAL FOR VARIOUS WORKING UNITS			0	12	59	0	12	61	0	12	61
OTHER OFFICIALS											
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
TOTAL STAFFING PATTERN			7	14	60	7	14	62	8	14	62
PROPOSED											
GRAND TOTAL			81					83		84	

ANNEXURE - 6

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

1, Nathibai Thackersey Road, Mumbai – 400 020.

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

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

Sr. No.	Unit & Function	Particulars of work	Proposed Staffing pattern at SNTDWU			Existing Sanctioned Staff /Posts at SNTDWU			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	2	0	1	1	0	0	1			Jr.Acct.1
2.	Payment Unit Cheque	<ul style="list-style-type: none"> Custody and accounting of cheque 	0	1	2	0	0	0	0	1	2		Asstt. Acct.	Jr.Acct.1 Sr.Clerk1

	Section Drawal of all cheques of the passed bills	books and other valuables. <ul style="list-style-type: none"> 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. 												1	
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. <ul 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 e. Bank wise Receipt / Payment f. Date wise Bank Abstract 	0	1	3	0	1	0	0	0	3				Jr.Acct.1 Sr.Clerk1 Clerk- Typist1

		<p>g. Budget Group wise Consolidated Receipt</p> <p>h. Budget Group wise Detailed Receipt</p> <p>i. Budget Group Wise 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 charges Bills, Medical Reimbursement Bills, Arrears Bills. 	0	1	3	0	1	0	0	0	3			Jr.Acct.1 Sr.Clerk1 Clerk- Typist1

		<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	3	0	1	0	0	0	3				Jr.Acct.1 Sr.Clerk1 Clerk- Typist1

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	3	0	0	0	0	1	3		Asstt. Acct.1	Jr.Acct.1 Sr.Clerk1 Clerk- Typist1
7.	<p>Academic Department/Schools Bills Unit</p> <p>P.G. Bills Section</p>	<ul style="list-style-type: none"> Scrutiny of claims and preparation of vouchers of all Academic departments, Funding Agencies, Various Chairs, All deductions at source like Income Tax, Surcharge, 	0	1	2	0	0	0	0	1	2		Asstt. Acct.1	Jr.Acct.1 Sr.Clerk1

	<p>All bills pertaining to Academic Deptt/Schools Library etc.</p> <p>All bills pertaining to Examination</p>	<p>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. 													
8.	T.A.D.A. Bills Unit Passing of all travelling expenditure bills	<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	3	0	0	0	0	1	3		Asstt. Acct.1	Jr.Acct.1 Sr.Clerk1 Clerk-Typist1	
10.	Budget Unit Preparation of budget and budgetary control, Finance & Accounts Committee Work	<ul style="list-style-type: none"> • Preparation of Annual and Revised Budget. • Maintain record of the Finance and Accounts Committee Meetings. • To deal with all the re-appropriation cases. • To maintain R&D Fund and Depreciation Fund accounts. • Scheduling of Budget Meetings. 	0	1	1	0	0	0	0	1	1		Asstt. Acct.1	Jr.Acct.1	

11.	<p>Purchase Stores Unit</p> <p>All purchase related procedures, stock registers & preparation of vouchers of all purchases & Purchase Committee Work</p>	<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	3	0	0	0	0	1	3		Asstt. Acct.1	Jr.Acct.1 Sr.Clerk1 Clerk- Typist1
12.	<p>Internal Audit Unit</p> <p>a)Stock Verification related work</p> <p>b)Post Payment Audit</p>	<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. • Onward submission of passed bills to Cheque Section/Cashier for drawl of cheque/cash payment. 	0	1	3	0	0	0	0	1	3		Asstt. Acct.1	Jr.Acct.1 Sr.Clerk1 Clerk- Typist1

Sr. No.	Unit & Function	Particulars of work	Proposed Staffing pattern at SNTWU			Existing Sanctioned Staff /Posts at SNTWU			Proposed Additional Staff/Posts			Designations		
			O	S	A	O	S	A	O	S	A	O	S	A
TOTAL FOR VARIOUS WORKING UNITS			0	12	30	0	4	1	0	8	29			
Conducted Colleges			0	0	31	0	0	10	0	0	21			
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	1	0	0	1	0	0	Dy. Reg.1		
		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	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 PATTERN PROPOSED			8	14	62	5	5	11	3	9	51			
GRAND TOTAL			84			21			63			1 DR	Asstt. Acct. 9	Jr.Acct .17 Sr.Cler k17 Clrk-Typ 17

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	1	x	52000	52000	x	12	624000
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
Administrative Staff	9300-34800 GP 4300/-	Jr. Accountant	17	x	29000	493000	x	12	5916000
Administrative Staff	5200-20200 GP 2400/-	Sr. Clerk	17	x	20000	340000	x	12	4080000
Administrative Staff	5200-20200 GP 1900/-	Clerk-Typist	17	x	16000	272000	x	12	3264000
GRAND SUMMERY TOTAL						1518000	x	12	18216000