

SNDT Women's University

1, Nathibai Thackersey Road,
Mumbai 400 020

Phone: +91 22 2203 1879

Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2016-17/01.

Date: 03-04-2017

To,

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

C I R C U L A R

Subject :- PROCEDURES TO BE FOLLOWED BY ALL THE HEADS OF THE DEPARTMENTS/DIRECTORS/PRINCIPALS IN CENTRALISED ACCOUNTING

It is hereby informed that the following procedure is to be followed for Centralised Accounting for all the departments taken over by Centralised Campus Units in all the three campuses

I. Banking Arrangements and Investments

1. Every department will operate a bank account only to manage imprest amount.
2. Transactions other than 'Self-Withdrawal of cash' and 'Deposit of sundry income' will not be allowed via these bank accounts.
3. The bank signatories will be Concerned Head, Faculty member from the concerned department and HOD from other department.
4. Only one of the account of the existing saving bank accounts of each department will be maintained
5. All the HoDs are required to submit the list of Fixed Deposits and all bank accounts whether savings or current accounts and whether included in balance sheet or not within three working days. After the maturity of FDs the amount should be deposited in the university centralized bank account as and thereafter the FDs will be maintained by the F&A Section. The department shall be able to view this amount in the daily report generated in Uni-Suite software.
6. All investments shall be a part of general fund with clear specifications of the source and purpose of investment.

II. Imprest Procedures

1. Imprest amount of each HOD will be transferred in their bank accounts. Imprest amount shall vary on the basis of functioning and need of each department.

2. HODs are required to submit the details of all the transactions done out of this imprest amount to be settled before the amount gets exhausted.

III. Transfer of Vouchers and Details

1. Sundry income such as fee for prospectus, fee for entrance tests, etc will be collected and will be transferred to the Campus Finance Unit by 4 pm on the same day.
2. Departments will deposit all vouchers of petty cash/imprest amount expenses to the Campus Unit on fortnightly. The campus Unit will ensure that all vouchers are entered and data is merged with university data on the same day.

IV. Procurement procedures

1. A purchase procedure-which includes preparing administrative and financial approval forms, calling for the quotations, opening of quotations in a committee of 3 members, signing and dating the quotations, preparing the comparative statement- within the power of Heads will be managed at the campus level with assistance of Campus Finance Units.
 - a) The purchases procedure will be initiated by Head of the Department by intimating campus unit either by E-mail or letter.
 - b) Administrative and financial approval papers will be prepared by the campus unit with the advice of the Head of the Department within the powers of HoD and beyond.
 - c) Requirements beyond the purchase limits of heads will be conveyed to the University through Campus Units. Campus Unit and F&A Section will assure speedy purchase and procurement of the requirements. Obtaining recommendations/approval of various committees/departments such as technology committee, estate dept, building committee, building and works committee, purchase committee; tendering will be ultimate responsibilities of the F&A Section and Campus Units.
 - d) Work order will be issued as per the procedure laid down in the account code and the Maharashtra University Act.

V. Others

1. Salary shall be paid to all the employees by the SPP Unit of the university only when the establishment is also centralised.
2. Departments must update Dead Stock Register till March 31, 2017.

Thanking you,

Bharti V. Zade

(Bharti V. Zade)
Finance and Accounts Officer

C.C. to
Churchgate

1. HoD. Post Graduate Department of English
2. HoD. Post Graduate Department of Hindi
3. HoD. Post Graduate Department of Marathi
4. HoD. Post Graduate Department of Gujarati
5. HoD. Post Graduate Department of Sanskrit
6. HoD. Post Graduate Department of Political Science
7. HoD. Post Graduate Department of Psychology
8. HoD. Post Graduate Department of Music
9. HoD. Department of Education
10. HoD. Post Graduate Department of History
11. HoD. Post Graduate Department of Commerce
12. HoD. Post Graduate Department of Sociology
13. HoD. Post Graduate Department of Drawing & Painting
14. HoD. Post Graduate Department of Economics
15. HoD. Post Graduate Department of Guidance & Counseling
16. HoD. Post Graduate Department of Language Teaching
17. In-Charge Patkar Hall
18. In-Charge Hostel Churchgate & Juhu
19. Asst. Director, Department of Students Welfare
20. Asst. Director, Department of Physical Education
21. University Librarian, SHPT School of Library Science
22. University Librarian

Juhu Campus

1. HoD. Department of Education Management
2. Principal, Department of Special Education
3. HoD. Department of Family Resource Management
4. HoD. Department of Extension Education
5. HoD. Department of Human Development
6. HoD. Department of Computer Science
7. HoD. Department of Analytical Chemistry
8. HoD. Department of Textile Science & Apparel Design
9. HoD. Department of Food Science & Nutrition
10. HoD. Department of Educational Technology
11. Director, R.C.W.S.
12. Director, J.D.B.I.M.S.
13. Deputy Registrar, Juhu Administration
14. Incharge HoD. S.N.D.T. Women's University Law School

Pune Campus

1. HoD. Post Graduate Department of Hindi
2. HoD. Post Graduate Department of Marathi
3. HoD. Post Graduate Department of Geography
4. HoD. Post Graduate Department of Economics
5. HoD. Post Graduate Department of Psychology
6. HoD. Post Graduate Department of Music
7. HoD. Department of Education (P.G.)
8. HoD. Post Graduate Department of Drawing & Painting
9. HoD. Post Graduate Department of Commerce
10. HoD. Department of Communication Media for Children
11. Campus Pune
12. In-Charge Hostel Pune