

SNDT Women's University

1, Nathibai Thackersey Road,

Mumbai 400 020

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2018-19/35.

Date: 10-04-2018

URGENT/IMPORTANT

CIRCULAR

To,

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

Subject :- Procedure to be followed by all the Heads of the Departments /Directors/Principals in Centralized Accounting.

Sir/Madam,

In continuation to our Office Circular No.Ac/Finance/2017-18/312 dated 01-09-2017, It is hereby informed that the following procedure is to be followed by all the departments/institutions in all the three Campuses

- No Post Facto sanction will be allowed from the current financial year.
- Bifurcate budgetary provision and utilisation of the same equally in the whole year instead of rushing and purchasing in March every year.
- Duly follow the purchase procedure in following steps:-
 - Check Budgetary provision before sending proposals or planning.
 - Take Administrative Approval
 - If below Rs. 1 Lacs quotations can be called
 - If above Rs. 1 Lac and below Rs. 3 Lac web notification to be uploaded on the website.
 - If above Rs. 3 Lacs, E tender procedure to be followed
 - Any technical items, technology committee approval should be taken both for administrative and financial before sending for approval.
 - GST and PAN Numbers are compulsory for all the vendors on the basis of proforma invoice.
 - If GST number is not available then declaration from the vendor should be submitted

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- If any event is planned kindly start approval process atleast one month in advance if the same has to go through only quotation process otherwise much before that since the whole year planning would have been done at the beginning of the year for the every year events.
- No Advance Payment should be made to any vendor on the basis of proforma invoice.
- The sanctions received late for the events will not be entertained.

This needs to be followed strictly.

J.P. Bhole
10/4/18

(Janhavi P. Bhole)

Finance & Accounts Officer (Addl.Charge)

Copy submitted to :-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai – 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai – 400 020.
3. The Controller of Examination, S.N.D.T. Women's University, Mumbai – 400 049.
4. The University Librarian, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section – Standing Order File.