



Ac/Finance/2020-21/ 108

Date :- 18-06-2021

URGENT

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

Sub.:- Procedure to be followed for obtaining Advance/Petty Cash to Rs.10,000/-.

Dear Sir/Madam,

You are requested to bring it to the notice of All Principals of the Colleges conducted by S.N.D.T. Women's University / All Directors /Heads /Co-ordinators /In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses, in order to simplify and speed up the process of obtaining the advance or petty cash up to Rs.10,000/-, it is recommended that the concerned Head of the Department/Principal/Director along with Finance and Accounts Officer/Deputy Finance and Accounts Officer/Assistant Finance & Accounts Officer can be the sanctioning authority.

This is for your information and further necessary action.

(Dr. Ruby Ojha)
Finance and 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. Officer on Special Duty, S.N.D.T. Women's University, Mumbai - 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.