

# SNDT Women's University

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2022-23/601

Date: 04-05-2022

## C I R C U L A R

To,

Campus Co-ordinators of the University  
at Churchgate, Juhu & Pune Campuses.

**Subject :- Petty Cash advance to campus Co-ordinators in Churchgate, Juhu and Pune .**

Sir/Madam,

Considering the geographical locations and emergency situations that arise every now and then, this is hereby informed to provide yearly petty cash to campus Co-ordinators ( Name of Campus Co-ordinator to be specified while taking advance) in advance proforma ~~basis~~ of each Campus of the University (Churchgate, Juhu and Pune) Rs.25,000/- which shall be settled on quarterly basis mandatorily.

Further they shall be allowed to incur expenditure upto Rs.10,000/- at their level by all applicable University procedures alongwith Bill cum proforma.

( Dr. Ruby Ojha )

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 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.