

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/ 77.

Date: 10-05-2022

URGENT/IMPORTANT

C I R C U L A R

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.

Sir/Madam,

Following procedure is to be followed by all the departments/institutions in all the three Campuses

- Procedure for incurring any expenditure above Rs. 10,000/- as per guidelines issued from Office of Hon VC Madam dated 03.02.2015 to be followed.
- Any civil work to be carried out should be done through Estate Department only.
- Use of only University PAN is allowed and surrendering the departments/colleges PAN numbers is requested.
- Maintenance of Fixed Asset Register is necessary.
- Transfer of University Share of Fees such as development fees, medical fees etc should be done along with transfer of portal fees itself.
- As per New Amendments in Income Tax, circular issued for 80G to be followed to collect donation from current financial year.
- Audit Fees related to UCs-circular issued to be followed.
- Acceptance of Project Grants and Donations is allowed only by Management Council and not directly hence information to be sent to Registrar. While submitting Donation cheques in finance & Accounts section, following documents and details are required:
 - Photocopy of Aadhar Card and Pan Card
 - Purpose for which donation is given by the donor
 - Name and address of donor
 - Nature of donation
 - Amount of donation

- Tax identification number of donor

- No cash Expenses above Rs. 1000/- should be incurred
- To ensure that accounting records are completed on regular basis.
- Budget Monitoring Committee will be reviewing budget utilization on quarterly basis. Budget utilization to be done from the beginning and after admission review to be taken by each Principal/Directors/Heads/Co-ordinators/In-Charge about variance between budgeted income & actual income and then expenditure to be curtailed to that extent.
- Utilization of budget should be restricted to the budget provision.
- Bank FD confirmation along with Interest certificate to be obtained from the bank immediately after completion of financial year. Order of Hon'orable Madam Vice Chancellor to be obtained while creation, renewal and maturity of Fixed Deposit. Mandatory FD Register to be maintained in Unisuite and Quarterly submission to be done to centralized Units.
- For any event, approval along with budget details to be taken well in advance. 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. The sanctions received late will not be entertained.
- Advance taken are to be settled in 15 days after the event of else 18% interest p.a. will be made applicable (personal liability).
- Petty cash submission to be done on quarterly basis mandatorily otherwise it will not be reimbursed at year end.
- **No Post Facto sanction** will be allowed from the current financial year if due procedure not followed.
- 2019-20 and 2020-21 Books of Accounts to be finalized by 31-05-2022 failing which strict action will be taken.
- Income Tax on salary should be deducted evenly for the whole year. If any case found at the year end where Income Tax deduction is more than salary of the last month of the Financial Year then HoDs will be personally liable for penalties incurred by the University/ concerned departments.
- All TDS related notices till current date should be addressed to and reported to Finance & Accounts Section.
- Bank Reconciliation of every month to be submitted to Centralised units of respective campuses
- While submitting the TA/DA to Finance sections , following points to be considered by the concern departments:
 - Use proper TA/DA form with approval of Competent Authority

- TA/DA will be paid as per rules of Government as well as approved in the management council.
- In Special Case, approval of the Competent authority is required.
- Departments/ colleges covered under Centralized Unit located at Church gate, Juhu and Pune Campuses should process the sanctions, payment and other documents through centralized Units and transfer the funds to Centralized units without which payment of that department/ colleges will not be processed.
- Sanctions with requisite documents and necessary papers including technical approval should be sent for processing the paper hassle free.
- Last dates for processing of
 - Administrative approval below Rs.1 Lakh - 10-03-2023
 - Financial approval below Rs.1 Lakh - 18-03-2023
 - Administrative approval above Rs.1 Lakh upto Rs.10 Lakh by 15-02-2023
 - Financial approval above Rs.1 Lakh up to Rs.10 Lakh by 10-03-2023
 - Administrative approval above Rs.10 Lakh by 31-01-2023
 - Financial approval above Rs.10 Lakh by 01-03-2023
- For the last Purchase committee for the F.Y.2022-23, Agenda will be accepted by 04-03-2023.

➤ **Procedure for Invitation and Finalization of Quotations /Tenders procurement**

Sr.No.	Limit	Process to be followed
1.	Upto Rs.5,000/- per item (including taxes)	Direct purchase
2.	Above Rs.5,000/- upto Rs.1,00,000/- (including taxes)	Quotations to be called <ul style="list-style-type: none"> i) Above Rs.5,000/- Rs.9,999/- Admin approval & Financial approval to be taken at concerned HoDs/Principal /Directors level ii) Above Rs.10,000/- to Rs.1,00,000/- Administrative & Financial approval to be sent to Finance & Accounts section
3.	Rs.1,00,000/- to upto Rs.10,00,000/- (including taxes)	Quotations to be called via Web Notification Administrative & Financial approval to be sent to Finance & Accounts section
4.	Rs.10,00,000/- and above	e-Tender or through GeM

1. Direct Purchase

Any direct purchase of each item costing Rs. 5,000/- including taxes can be done without calling quotations. This can be done by recording a certificate by the concerned Head of the Department/Principal/Director/Project Coordinator/ in the following format:-

"I, _____ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

2. Above Rs.5000/- upto Rs.1,00,000/- (including taxes)

Quotations needs to be invited where the aggregate value of goods and services to be procured is above Rs. 5000 but below Rs.1,00,000/- including taxes.

- i. The date and time of receipt of quotation shall be noted on the envelope of the Quotations received.
- ii. More than three quotations are must in case of open quotations.
- iii. Obtain PAN Copy, GST Certificate of the concerned vendors. If GST is not applicable then declaration of the same should be obtained.
- iv. Sealed quotations shall be opened in the front of the committee members.
- v. Quotations shall be opened if possible within an hour after closure of the receipt of the quotations on the same day in presence of the committee members.
- vi. To facilitate the opening of quotations in respect of the goods and services purchased above Rs.5,000/- upto Rs.1,00,000/- a Local Committee approved by the concerned Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent of three members can be constituted as follows:-
 - a. Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent
 - b. One Member from Other Department.
 - c. One member from the same department as suggested by the concerned Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent.
The Faculty In charge/HOD/Project Holder//Course Coordinator/Section Heads/Deputy Registrar or equivalent will

be the convenor or chairperson of the Quotation Opening Committee.

3. Above Rs.1,00,000/- upto Rs.10,00,000/- (including taxes)

- a. Quotations needs to be invited by giving notification on the website where the aggregate value of goods and services to be procured is above Rs. 1,00,000/- but below Rs.10,00,000/- including taxes.
- b. To facilitate the opening of quotations in respect of the goods and services purchased above Rs. 1,00,000/- but below Rs.10,00,000/- a Committee approved by Hon Vice Chancellor of following members can be constituted as follows:-
 - i. Faculty In charge/HOD/Project Holder/Course Coordinator/Section Heads/Deputy Registrar or equivalent.
 - ii. Deputy Finance and Accounts Officer/ Assistant Finance and Accounts Officer/ University Accountant.
 - iii. HoD from Other Department /Deputy Registrar or any other member as nominated by the Hon Vice Chancellor.
 - iv. Two Members from the same department.

The Faculty In charge /HOD /Project Holder / Course Coordinator / Section Heads/ Deputy Registrar or equivalent will be the convenor or chairperson of the Website Quotation Opening Committee.

- c. Website Notification should be called in two envelopes as follows:-
 - i. Technical Bid
 - a) The Technical Bid should include following details:-
 - a. Profile of the vendor
 - b. Work Experience Certificate (not only the client list)
 - c. Registration Certificate
 - d. GST Certificate
 - e. PAN Copy
 - f. If GST is not applicable then declaration of the same.
 - g. If any work which requires specific expertise/technical specifications then the same should be mentioned.
 - h. If related to Examination then experience in atleast two state universities is must.
 - ii. Financial Bid
 - a) Mentioning including all taxes.

- b) If required component wise then format to be given component wise.

4. Website Notification period should be as follows :-

Sr No.	Limit	Number of Days of Notification
1.	Rs.1,00,000/- to upto Rs. 5,00,000/- (including taxes)	Five Working Days
2.	Rs.5,00,001/- to upto Rs. 10,00,000/- (including taxes)	Seven Working Days

5. Above Rs.10,00,000/- (including taxes)

- a. E-tender / GEM process needs to be done from the University officials only.
- b. Draft of Tender Document has to be approved by Central Tender Committee
- c. Administrative Approval should be taken by the concerned department/college.
- d. To facilitate the opening of e-tenders in respect of the goods and services purchased above Rs.10,00,000/- a Committee of following members can be constituted as follows:-
 - i. Faculty In charge /HOD /Project Holder /Course Coordinator /Section Heads/Deputy Registrar or equivalent.
 - ii. Deputy Finance and Accounts Officer/ Assistant Finance and Accounts Officer/ Accountant.
 - iii. HoD from Other Department /Deputy Registrar or any other member as nominated by the Hon Vice Chancellor.
 - iv. Two Members from the same departmentThe Faculty In charge /HOD /Project Holder /Course Coordinator /Section Heads /Deputy Registrar or equivalent will be the convenor or chairperson of the Tender Opening Committee.

This needs to be followed strictly.



(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.