



Ac/Finance/2022-23/659

Date :- 09-01-2023

URGENT

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

Sub.:- Procedure to be followed for change in chronology.

Dear Sir/Madam,

All the approvals such as Advances, Administrative approval, Financial approval and Bill-cum proforma from 09-01-2023 shall be routed in the following manner :-

1. HoD/Director/Principal
2. Registrar
3. FAO
4. Hon. Madam Vice-Chancellor

The reason behind this is the permission for any procurement or service should be administratively approved by the Registrar of the University and only then Finance & Accounts Officer can comment on the budget or the financial implication for the same and recommend to Hon. Madam Vice-Chancellor.

The revised proforma's as per above chronology are also enclosed.

This is for your information and further necessary action.

Vikas Desai
(Vikas Vinayak Desai)
Finance and Accounts Officer

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.
5. Director, Innovation, Incubation and Linkages