



Ac/Finance/2022-23/660

Date :- 09-01-2023

**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 the fresh approvals to be taken in every Financial Year.**

Dear Sir/Madam,

This is to inform you that for every work, purchase or services fresh approvals to be taken in every Financial Year (F.Y.).

If at all any work or services will be continued in the next Financial Year, then it should be specifically mentioned in that respective Administrative & Financial approval.

If for any work/services approval taken in any previous financial year, but work/service in being executed in the current financial year then fresh approvals to be taken in the year of execution of work/service.

This is for your information and further necessary action.

  
( 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
6. All Deputy Registrar, Asst. Registrar
7. Deputy Finance & Accounts Officer
8. University Engineer
9. Asst. Finance & Accounts Officer
10. Asst. Dean of Students
11. Secretariats of Hon. Vice-Chancellor, Pro.Vice-Chancellor, Registrar, DOEE.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.