

**ANNEXURE**  
**S.N.DT. WOMEN'S UNIVERSITY**  
**1, Nathibai Thackersey Road, Mumbai – 400 020.**

**PROFORMA FOR SUBMISSION OF THE PROPOSAL FOR ADMINISTRATIVE APPROVAL**

**Proposal No.**

**Date**

**Subject:- Proposal for Administrative Approval for Purchase of Stores Material / Equipment/Machinery or Outsourcing of Services etc.**

The following items of store material/equipments or services are required for the ..... Department.

**A. Details of Purchase of Store Material / Equipment etc. (More details as per Enclosures )**

Sr. No.	Details of Store Material (Without Make) & Details of Required Technical Specification	Qty.	Total Estimated Cost & Taxes	Procurement Plan & Present Stock

**B. Details of Outsourcing of Services (More details as per Enclosures )**

Sr. No.	Particulars of services	period	Estimated Cost & Details of Taxes	Reasons for outsourcing of services & current status

**C. Justification & need for outsourcing of services/purchase of store material/equipment:**

**D. Recommendations of the HoD regarding procurement:**

**E. Budget Head**

(a)	Budget Provision for the Current Financial Year in Rs.	
(b)	Cumulative Expenditure incurred so far in Rs.	
(c)	Balance Provision available for the proposed expenditure in Rs.	

**F. Procedure to be followed while outsourcing Services Purchase of stores materials:**

- i) Sealed Quotations/tenders ii) Annual Rate Contracts (RC) iii) Purchase directly from the DGS & D or Government of Maharashtra RC

**G. Any other remark of Administrative Importance**

As per the Delegation of Powers, Administrative Approval of.....  
is required for outsourcing of services/purchases as proposed above, which may be  
accorded for an estimated expenditure of Rs.....

I hereby undertake to obtain approval of the Technology Committee in due course & shall  
submit the proposal for the approval of Purchase Committee in respect of such items  
where individual cost of each item exceeds Rs.1 lakh at a time before actual procurement.

Accountant of the Department

HoD/Principal/Director

(Office Stamp)

(i) Remarks of the Finance & Accounts Officer:

FINANCE & ACCOUNTS OFFICER

(ii) Remarks/Recommendations of the Registrar:

I do/do not recommend the proposal for Administrative Approval

REGISTRAR

(iii) Order of the Hon. Vice-Chancellor:

I do/do not approve the proposal for Administrative Approval.

VICE-CHANCELLOR