

**S.N.D.T. WOMEN'S UNIVERSITY
CHURCHGATE, MUMBAI 400020**

IMPORTANT/URGETNT/TIMEBOUND

Ac/Finance/2012-13/448

Date :-23-10-2012

CIRCULAR

Subject: Revised Budget for 2012-13 and Budget Estimates for 2013-14

The Budget for the ensuing Financial Year and the Revised Budget for the current is due for preparation & submission. As you are aware that Budget is a statement showing probable Receipts & Expenditure pertaining to a Financial Year and the responsibility is entrusted with the Finance & Accounts Officer of the University to prepare the Budget Estimates and submit the same annually to the Finance & Accounts Committee. Further after the approval of the Finance & Accounts Committee, the Budget is recommended to the Management Council for onward final approval of the Senate.

- 2. As per the Rule 2.4 of the Maharashtra Universities Account Code (Account Code) the Budgetary units are required to keep their expenditure within the budget provision made available & a section or department may budget for a surplus or deficit for the year only if this is consistent with the strategic plan for the division and agreed by the Finance & Accounts Committee.** Also according the provisions of the Rule 2.9 of the Account Code, the University has to prepare its Revised Budget and Budget Estimates in the proforma that has been approved by the Management Council.
- 3. Further, according to the provision of the Rule 2.10 of the Account Code, the Budget should contain the following:-**
 - i. An introductory Note or general remarks at the beginning which shall explain salient features of the items provided.**
 - ii Budget at a glance**
 - iii Budget Abstract**
 - iv. Budget will be made available preferably in the electronic form (CD/Intranet/Internet). In case hard copy is required by a Senate Member, who applies under his signature, it shall be supplied to the applicant.
- 4. Further, according to the provision of the Rule 2.11 of the Account Code, the Budget should contain separate column for the following:**
 - i. Code Number according to Unique Coding System**
 - ii Classification of Receipt/Expenditure according to heads of accounts including sub-heads**
 - iii Actuals for the previous one year**
 - iv Budget Estimates for the current year**
 - v Revised Budget Estimates for the current year**
 - vi Budget Estimates for the ensuing year**

5. Further According to the Rule 2.12 of the Account Code the timelines prescribed should be strictly followed & in view of the timelines prescribed the following schedule is strictly to be adhered to so as to facilitate the preparation & finalisation of the Budget:

BUDGET SCHEDULE AT A GLANCE

Sr. No.	Particulars	Timeline
1	Incorporation of figures of the provisional Receipt and Expenditure for the Financial Year 2011-12 by the Department/Institution in the Budget Proforma Template.	31st October, 2012
2	Incorporation of figures of Receipt and expenditure upto 31st October, 2012 (7 months) and proposed from 1st November, 2012 to 31st March, 2013 (5 months) PS: In order to enable availability of the figures of receipt and expenditure till 31st of October, 2012, it is to be ensured that the update accounts are maintained on daily basis.	5th November, 2012
3	Preparation of the draft Revised Budget 2012-13 and Budget Estimates for 2013-14 incorporating the figures of Receipt & Expenditure up to 31st October 2012 in the Budget Proforma Template.	8th November, 2012
4	Submission of Revised Estimates 2012-13 and Budget Estimates 2013-14 to the Finance & Accounts Section for vetting by the Scrutiny Committee.	10th November, 2012
5	Scrutiny & vetting of the Budget by the Scrutiny Committee in respect of the Revised Budget & Budget Estimates received from the Head of the Department of the Conducted Colleges/Self Supporting Institutions & simultaneous compilation of the Budget by the F.A.O.	10th November, 2012 to 25th November, 2012
6	Submission of the draft budget Revised Estimates 2012-13 and Budget Estimates 2013-14 to Hon. Vice-Chancellor for Budget discussion	10th December, 2012
7	Finalisation of the Revised Budget Estimates 2012-13 and Budget Estimates for 2013-14 for the submission to the Finance & Accounts Committee.	15th December, 2012

6. It is very important to note that at the time of preparation of the Revised Budget & Budget Estimate **due care should be taken to ensure that budget provision for any important items of Receipt and Expenditure does not skip attention and that due to non provision thereof, further difficulties at the time of incidence of expenditure or classification of receipt upon realisation may not arise & create conflicting situation.** In view of this, the following standard instructions & guidelines regarding preparation of the Revised Budget 2012-13 & Budget Estimates 2013-14 need to be carefully observed:

- i. The aim should be to achieve budget provision estimation as close to the actual as possible. The provisions to be made shall depend on the nature of the items of expenditure.
- ii. As the University accounts are maintained on cash basis, the estimates shall take into account only such receipts and payments as are expected to be actually received or made in the budget year.
- iii. The heads of account shall not be unnecessarily multiplied, **the opening of new Major Heads, Sub Heads are permitted only after obtaining the approval of the Finance & Accounts Section in writing & Detailed Heads are reserved upto code 000 to 500 at the University level & coding for the Detailed Head financial transaction at the Institute level shall be strictly in the range of 501 to 999 & subject to the guidelines given hereinafter.**
- iv. Normally no lump sum provision shall be provided for any service or scheme. **Any provision proposed having variation up to 15% in the current year's & ensuing year's proposed provision should be supported by the explanatory notes justifying as how the provision is arrived at providing brief narration in the working sheet as per ANNEXURE - D**
- v. In the case of schemes financed by outside agencies either fully or partly, the receipt & expenditure estimates shall indicate the sources and the estimated contribution & shall be shown under the "Agency Budget" Part 'C' of the budget.
- vi. New items which are approved and included in the budget shall be highlighted by giving brief notes.
- vii. **The budget estimates under Detailed Heads shall be rounded to the nearest thousand rupees. Ordinarily, provisions amounting to Rs.500/- and above shall be rounded to Rs.1000/- and those below Rs.500/- shall be omitted.**
- viii. In regard to estimates of receipt & expenditure of each item shall be divided in to two parts viz. Capital Expenditure and Revenue Expenditure & shall be shown accordingly in the respective budgetary sector through allocated code.
- ix. The estimates of Construction or Renovation of building works shall be divided in to three sub-headings viz. Civil work, Electric work and Furniture considering variations in the rates of depreciation on these items.
- x. **The Budget document shall be strictly in the prescribed proforma in Excel Sheet as per Annexure – A (Proforma for Revised Estimates 2012-13), Annexure – B (Proforma for Budget Estimates 2013-14), Annexure – C (Introductory Note & Important Achievements) & Annexure – D (Working Notes Justifying Budget Provisions & Variations) as made available per Budget Proforma Templates.** The proforma for the Revised Budget & the Budget Estimates are separate & the information submitted will be collated at the Finance & Accounts Section for onward submission of the Budget Estimates.
- xi. **The Budget Estimate submission process is made very easy & simple, substituting preparatory work & submission of manual hard copy with Excel File proforma & e-mode for submission. A proforma in the form of Excel File spread over multiple sheet is provided herewith as per Annexures mentioned hereinafter, wherein the Budget Controlling Officer has just to put the accurate estimated figures & add few Detailed Heads from the point of allocated coding range & simply upload the files by email to fao@sndt.ac.in and unifinance@sndt.ac.in thus savings into great amount of labour & redundancy in preparation of Revised Budget & Budget**

Estimates at two different occasions. The Budget Controlling Officer while reporting the Budget provisions has just to keep in mind while determining the provisions required for ensuing year about the Receipt & Expenditure at average actuals for last 3 years & simply vet the requirements in terms of actual for 7 months actual figures & fill the provisions in the appropriate Excel Proforma. The Budget Estimates in the required proforma shall be strictly forwarded through an email. **It is to be noted that no Hard Copy will be accepted at the Finance & Accounts Section until the Budget Estimates are vetted by the Scrutiny Committee & communicated to the concerned Budget Controlling Officer.**

- 7. It is also brought to the notice that, all the concerned HoD's are hereby declared as "Budget Controlling Officer" as per Rule 1.8 of the Account Code & every Budget Controlling Officer is required to undertake Reconciliation of Receipt and Expenditure at the end of every 2 months with the cashbook unit of the Finance Department and on agreement, the Reconciliation Statement shall be signed by Budget Controlling Officer as well as Asst. Finance & Accounts Officer in the Finance Department.** The Budget Controlling Officers & the Asst. finance Officer has to keep a constant vigil on the progress of actuals reflected through the account figures as against the relevant budget estimates & to take a suitable measures in time with a view to effecting such modifications in the budget estimates as may be found necessary during the process of revised budget or by proposing reappropriation during the financial year.
- 8. In view of the aforesaid instructions Revised Budget for the Financial Year 2012-13 and Budget Estimates for the Financial Year 2013-14 will have to be simultaneously prepared and the Revised Budget for 2012-2013 will have to be prepared in the conventional proforma as per Annexure - A and the Budget Estimates for the Financial Year 2013-14 shall be prepared in the revised approved proforma as per Annexure - B. Further wherever required the supporting information and introductory note of Department/Institution/Conducted College/Self Supporting Unit with remarks / comments about the genuine activities is to be provided as per the proforma prescribed vide Annexure - C & the working notes in support of budgetary provisions or budgetary variance are to be provided in Annexure - D.**
- 9. Since this being a transitional phase & as both the budgets have different nomenclature & classification of accounts the final presentation required to be put up properly together as a compiled budget activity & the same as will be done at the Finance and Accounts Section after the Revised Budget 2012-13 and Budget Estimates 2013-14 are received from the concerned Institution/Department/Conducted Colleges/Self Supporting Units in the prescribed proforma Annexure - A, Annexure - B & Annexure - C & Annexure - D. An Excel file is provided herewith as well as available on the website for download having multiple sheets allocated to these proforma in Annexures & other Budget related information.**

10. REVISED BUDGET 2012-13

A proforma **Annexure – A** provided for the compilation of Revised Budget 2012-13 is in conformity & accordance with the Budget Estimate 2012-13 submitted earlier by the Head of Departments of the concerned Institutes/Departments/Conducted Colleges/ Self Supporting Units. However while submitting the Revised Budget 2012-13 due thought & consideration is required to be given to the realistic estimation of the receipts & payments based on the actual expenditure upto October 2012 i.e. for initial 7 months & anticipated receipts & payments for the next 5 months i.e. upto March 2013. **Further the provisional (figures of actual receipts & payments but not audited) figures of receipts & payment for the Financial Year 2011-12 also need to be provided in the respective column of the proforma ANNEXURE – A i.e. Revised Budget 2012-13.**

11. BUDGET ESTIMATES 2013 -14

11.1 The unique feature of the Budget 2013-14 is introduction & incorporation of Unique Coding System with the new Budget format enabling detailed classification of Receipt and Expenditure according to the Major Heads of Account including Sub-Heads & Detailed Heads. The new system would enable and support financial decision making at a great speed and facilitate the various Heads of Department to understand the financial position in terms of Budget Variance at any given point of time. Further the Unique Coding System would enable the University to manage the cashflow and mobilisation of resources for the various items of expenditure.

This codification system establishes complete correlation amongst the revenue or capital receipt or expenditure, agency budget, earmarked funds & advances & deposits dealing with some or the other academic or non-academic function or service & shall facilitate accounting & report generation to understand status of receipt or expenditure as on given date.

11.2 The basic structure of the Budget & Accounts Classification has been designed after duly taking into account the requirement of division of the classification structure of Receipts & Expenditure in to three main parts viz., (a) Capital & Revenue (b) Programmes undertaken through external Agency Funding other than University (c) Earmarked & Special Funds & (D) Deposits & Advances.

11.2 The Unique Coding Structure of the Budget and the illustrative details thereof are as follows:-

11.2.1 The Size of the Unique Code is 14 Digit & the coding structure is as under:

1	2	3	4	5	6 - R / P	7	8	9	10	11	12	13	14
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1 **1st Alphabetic Digit Code denotes Sectorial Classification of Receipts or Expenditure under (a) Capital & Revenue (b) Programmes undertaken**

through external Agency Funding other than University (c) Earmarked & Special Funds & (D) Deposits & Advances:

The 1st Alphabetical Digit Code as follows denotes Sectorial Allocation of all types of Receipts & Payments of Development Capital & Revenue nature. This first alphabetical digit has spread over in all following 4 sectors.

Sector A Capital & Revenue Receipts & Payment Budget:

Budget in respect of Capital & Revenue Receipts & Expenditure except receipts & Expenditure related to the Projects funded by the external agencies. The items of all Receipts & Expenditure of capital & revenue nature will be classified under this Sector.

Capital Receipts will be further considered as Development Receipts & Capital Expenditure as Development Expenditure. **The Codes for the Major Heads from 00 to 20 are reserved for Capital items of Receipts & Payments & codes for Revenue transactions of Receipts & Payments begins from 21 onwards.**

Under the Capital Heads of Receipts & Expenditure the Major Heads & Sub Heads are provided and the codes for the Detailed Heads from 000 to 500 are reserved at the University level leaving rest of the coding of Detailed Heads at the discretion of the concerned Institution and the coding for such Detailed Heads shall start from 501 to 999. The Detailed Heads from 501 to 999 shall be the actual transactional nomenclature pertaining to the particular activity like Construction of Building of college etc. or purchase of PC's for College Computer laboratory or Major Repairs & Maintenance to Building etc.

Sector B Agency Budget:

Budget of all receipts & expenditure in respect Agency Schemes & Projects undertaken with the funding by all the external institution of organisations shall fall under this Sector.

Sector C Earmarked & Special Funds Budget:

Budget of all receipts & expenditure transactions falling under the various Earmarked & Special Funds are categorised under this Sector.

Sector D Deposit and Advances Budget:

All Endowment Funds and Earmarked Funds, deposits from the employees, outside agencies and advances given to the employees and outside agencies and Receipt and Expenditure transactions out of Endowment and Earmarked Funds shall fall under this sector.

2

2nd Numeric Digit Code denotes Sectorial Classification of Institutional Geographical Location.

The 2nd Numeric Digit Code as follows denotes Sectorial Classification of the Geographical Location campus wise in respect of the Department/Conducted College/Institution/Self Supporting Unit etc. categorised under **Numeric Digit 0 - 9:-**

Numeric Code Digit	Geographical Location
0	Churchgate
1	Juhu
2	Pune
3	Gujrat
4	Shrivardhan
5	Palghar
6	Udwada
7	New Campus
8	New Campus
9	Other Affiliated Colleges

3 **3rd Numeric Digit Code denotes Sectorial Classification of Institution:**

The 3rd Numeric Digit Code as follows denotes Sectorial Classification of the Department/Institution/Conducted College/Self Supporting Unit etc. categorised under **Numeric Digit 0 -9** as per the nomenclature of the nature & type of the academic activity.

Numeric Code Digit	Nature & Type of the Academic Activity
0	Administrative / Non Academic Aided
1	Non Academic unaided (Self Supporting)
2	Academic Aided
3	Academic Unaided
4	PG Department Aided
5	PG Departments Unaided
6	RESERVE
7	RESERVE
8	Autonomous
9	Other

4 5 **4th & 5th Numeric Digit Code denotes Sectorial Classification of Institutional Name:**

The 4th & 5th Numeric Digit Code denotes Sectorial Classification of the code name of Department/Institution/Conducted College/Self Supporting Unit as per details provided in the attached Master Reference File – **ANNEXURE – 1**.

6 **6th Alphabetic Digit Code denotes Sectorial Classification of Budget Provision under the Receipts or Expenditure:**

The Alphabet R denotes the category as Receipt and the Alphabet P denotes the category as Payment

7 8 **7th & 8th Numeric Digit Code denotes Sectorial Classification of Major Head**

of Receipt & Expenditure:

The 7th&8thNumericDigit Codedenotes Sectorial Classification ofthe Major Heads of Receipt or Expenditure as per details provided in the attached Master Reference File – **ANNEXURE – 2**.These Major Heads shall be exclusively kept at the disposal of University& no changes are permitted in the coding structure at the level of theDepartment / Institution/Conducted College/Self Supporting Unit.

The Major Heads are the main units of accounts classification.

9

9th Numeric DigitCode denotes transactional Classification of Financial Transaction falling under the category of Receipt or Expenditure pertaining to Capital or Revenue or Deposit & Advance:

The 9th NumericDigit Code as follows denotes CategoryClassification ofthe Receipt or Expenditure of capital or revenue or Deposits & Advance in respectof the Sector under which the financial transaction pertaining to any Department/Conducted College/Institution/Self Supporting Unit etc. falls the items of all Receipts & Expenditure of capital or revenue or Deposit & Advances nature will be classified under this code categorised under **Numeric Digit 0 -3**as per the nomenclature & the nature of the financial transaction.

Numeric Code Digit	Nature & Type of the Financial Transaction
1	CAPITAL
2	REVENUE
3	DEPOSIT & ADVANCES

10

11

10th & 11th Numeric DigitCode denotes Sectorial Classification of Sub Head of Receipt & Expenditure:

The 10th& 11th NumericDigit Code denotes Sectorial Classification ofthe SubHeads of Receipt or Expenditure as per details provided in the attached Master Reference File – **ANNEXURE – 3**. These SubHeads from Numeric Code 00 to 50 shall be exclusively kept at the disposal of University& no changes are permitted in the coding structure at the level of the Department / Institution/Conducted College/Self Supporting Unitup to the range 00-50 however the Department / Institution/Conducted College/Self Supporting Unitcan allot codes other than standard codes already decided for their line item of Receipt or Expenditure of Sub Heads from Numeric Code 51 to 99.

The Sub Heads identifies the activities & components under the Major Head.

12

13

14

12th, 13th& 14thNumeric DigitCode denotes Sectorial Classification

of Detailed Head of Receipt & Expenditure:

The 12th, 13th & 14th Numeric Digit Code denotes Sectorial Classification of the Detailed Heads of Receipt or Expenditure as per details provided in the attached Master Reference File – **ANNEXURE – 4**.

These Detailed Heads from Numeric Code 000 to 500 shall be exclusively kept at the disposal of University & no changes are permitted in the coding structure at the level of the Department / Institution / Conducted College / Self Supporting Unit up to the range 000-500 however the Department / Institution / Conducted College / Self Supporting Unit can allot codes other than standard codes already decided for their line item of Receipt or Expenditure of Detailed Heads from Numeric Code 501 to 999.

11.2.2 Illustration of Coding Structure

Therefore, in view of the coding structure explained in detail as above the following examples will make Coding Structure more clear:

EXAMPLE 1 : University Printing Expenses

A	0	0	0	1	P	2	2	0	4	0	0	2
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A : Classification of Receipts or Expenditure – Capital & Revenue Expenditure

0 : Geographical Location code Campus wise – Churchgate

0 : Types of Department/Institutes/ Colleges – Administrative

01 : Classification of Institutional Name – University

P : Nature of financial transaction - Payment

22 : Major Head of Receipt & Expenditure – Administrative & Academic Expenses

2 : Transactional classification of Financial Transaction : Revenue

04 : Sub Head of Receipt & Expenditure – Administrative Expenses

002: Detailed Head of Receipt & Expenditure - Printing

EXAMPLE 2: Juhu Hostel - Hostel Room Charges – Room charges from Students

A	1	1	2	3	R	3	5	2	0	2	0	0	1
---	---	---	---	---	---	---	---	---	---	---	---	---	---

A : Classification of Receipts or Expenditure – Capital & Revenue Expenditure

1 : Geographical Location code Campus wise – Juhu

1 : Types of Department/Institutes/ Colleges – Self Supporting

23 : Classification of Institutional Name – Hostel

R : Nature of financial transaction - Receipts

35 : Major Head of Receipt & Expenditure – Compensation for using premises

2 : Transactional classification of Financial Transaction : Revenue

02 : Sub Head of Receipt & Expenditure – Hostel Room Charges

001: Detailed Head of Receipt & Expenditure – Room Charges from Students

EXAMPLE 3: Home Science Pune Grant-in-aid Other Agencies Purchase of Equipment

B **2** **2** **4 4** **P** **0 4** **1** **0 4** **0 0 1**

B : Classification of Receipts or Expenditure – Agency Budget

2 : Geographical Location code Campuswise – Pune

2 : Types of Department/Institutes/ Colleges – Academic Aided

44 : Institutional Name –Home Science

P : Nature of financial transaction - Payment

04 : Major Head of Receipt & Expenditure – Grant-in-aids other agencies Research

1 : Transactional classification of Financial Transaction - Capital

04 : Sub Head of Receipt & Expenditure -Equipments

001: Detailed Head of Receipt & Expenditure - Purchase of Equipments

EXAMPLE 4 : University Memorial Lecture Series Expenses from Fund

C **0** **0** **0 1** **p** **0 7** **2** **0 1** **0 0 1**

C : Classification of Receipts or Expenditure – Endowment & Special Fund

0 : Geographical Location code Campuswise – Churchgate

0 : Types of Department/Institutes/ Colleges – Administrative

01 : Institutional Name –University

P : Nature of financial transaction - Payment

07 : Major Head of Receipt & Expenditure - Memorial Lecture Series Fund

2 : Transactional classification of Financial Transaction : Revenue

01 : Sub Head of Receipt & Expenditure – Name of Memorial Lecture Series

001: Detailed Head of Receipt & Expenditure – Expenditure from fund

EXAMPLE 5 : Patkar Hall Receipt of Deposit

D **0** **1** **2 4** **R** **0 4** **3** **0 1** **0 0 1**

D : Classification of Receipts or Expenditure – Deposits & Advances

0 : Geographical Location code Campus wise – Churchgate

1 : Types of Department/Institutes/ Colleges – Self Supporting

24 : Institutional Name –Patkar Hall

- R : Nature of financial transaction - Receipt
 04 : Major Head of Receipt & Expenditure – Other Deposits
 3 : Transactional classification of Financial Transaction : Deposits & Advances
 01 : Sub Head of Receipt & Expenditure – Patkar Hall
 001: Detailed Head of Receipt & Expenditure – Receipts of Deposit

12. Training & Orientation Programme on Preparation of Revised Budget 2012-13 & Budget Estimate 2013-14:

To facilitate the preparation of the Revised Budget for the Financial Year 2012-13 and the Budget Estimates for 2013-14, the tentative training cum orientation programme for all HoD's& persons looking after the job is scheduled at three campuses as follows :-

REVISED BUDGET 2012-13 & BUDGET ESTIMATES 2013-14 TRAINING CUM ORIENTATION SCHEDULE

Sr. No.	Campus	Date/Time	Venue	Invitees
1	Churchgate	30.10.2012 at 2.300 P.M.	Committee Hall Churchgate Campus	All Heads of Department / Conducted Colleges/Institutes / Self Supporting Units along with Accountant/Asst. Account & or Person looking after the Budget & Accounts related work.
2	Juhu	31.10.2012 at 10.30 A.M.	Mini Auditorium Juhu Campus	
3	Pune	1.11.2012 at 10.30 A.M.	Tarapore Hall Pune Campus	

The said Training cum Orientation Programme will be conducted by the team headed by the Finance & Accounts Officer alongwith Asst. Finance & Accounts Officer and all queries and doubts will be resolved on the spot.

Further, for any clarification a helpline is provided at fao@sndt.ac.in also on landline telephone number 22074930 and 22071418 so as to facilitate the HoDs to directly interact with the Finance & Accounts Officer / Ass. Finance & Accounts Officer for any assistance or removal of any doubt in order to maintain the Budget preparation & submission timeline.

13. The budget timelines for the preparation and submission of the budget as per the schedule need to be strictly adhered to so as to facilitate the vetting of the each Budget Estimate independently by the Scrutiny Committee. Further compiled Budget Estimates of the University as required to be submitted to the Finance and Accounts Committee on the schedule date, it is therefore very much essential to follow the budget schedule as provided in paragraph 5 herein before and any delay or non submission of Budget Estimates within the timeline may consider as budgetary indiscipline& the concerned "Budget Controlling Officer" (HoD) shall be held responsible for the delay in the Budgetary Process.

It is therefore necessary to pay personal attention to this very important financial process & to ensure thatfactual realistic Budget Estimates aresubmitted on the schedule date complete in all respect.

- 14.** All the Department/ Institution/Conducted Colleges/Self Supporting Units are requested to bring the instructions to the notice of the supporting staff members and further requested to strictly adhere to the timeline and ensure that Budget Estimates are very much realistic, transparent and accurate&kindly ensure that realistic provisions are being proposed in the Revised Budget 2012-13 & 2013-14.
- 15.** **The Budget Training cum Orientation Workshop is compulsory & should be attended in person by the concerned HoDs alongwith person looking after the Budget related work. The Budget Circular guidelines alongwith Template Proforma for the Revised Budget 2012-13 & Budget Estimates 2013-14 is available on the website of SNTD Women’s University for ready reference & download.**

This Circular is issued with the concurrence of Hon. Vice Chancellor, S.N.D.T. Women’s University.

**Sd/-
Virendra Jadhavrao
Finance & Accounts Officer**

Copy submitted for information:

- 1) P.A. to Hon. Vice Chancellor,SNTD Women’s University.
- 2) P.A. to Hon. Pro. Vice Chancellor,SNTD Women’s University.

Copy for necessary action:

- 1) The Heads of Department of the SNTD Women’sUniversity.
- 2) The Principal of conducted Colleges of the SNTD Women’s University.
- 3) The Director of the Institutes/Centres/Department of the SNTD Women’s University.
- 4) Head of Administrative / Service Units of the SNTD Women’s University.