

# S.N.D.T. Women's University

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यू मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

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Date: - 11<sup>th</sup> August 2025

Finance&Accounts/2025-26/ 304

**URGENT**

**CIRCULAR**

To,

1. All Principals of the Colleges conducted by SNTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

**Subject: Opening of Quotations for Soft Components under PM-USHA - Inclusion of Campus Accounts Staff.**

Sir/Madam,

With reference to orders of Hon'ble Vice chancellor madam vide letter Finance&Accounts/2025-26/301 Dated 05.08.2025 and in continuation of the earlier communication regarding procurement procedures and financial processes in general specific instructions for the **Soft Components under PM-USHA are elaborated for speeding up the process**, all concerned are hereby informed that:

1. **Quotations for the approved activities and components under the PM-USHA scheme (Soft Component)** can now be opened at the respective campuses.
2. In the list of the designated authorities, representation of Finance and Accounts Section can be considered as the **Assistant Accountant and/or Junior Accountant available at the respective campus** shall be included in the process of opening quotations, for the purpose of maintaining financial transparency and process integrity.
3. The concerned Heads of Departments/Component Coordinators are advised to ensure that the inclusion of such staff is documented in the quotation opening minutes for audit and compliance purposes.

This directive shall be effective immediately, and all relevant staff members are expected to adhere to these instructions.

  
(Vikas Vinayak Desai)  
Finance and Accounts Officer

Copy for Information:-

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.
3. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.