



Finance&Accounts/2026-27/306

Date : - 01.08.2026

URGENT**C I R C U L A R****To,**

All Staff Members of Finance & Accounts Department Grants, S.P.P. Unit, Centralised Staff Churchgate, Juhu and Pune S.N.D.T. Women's University Mumbai 400 020.

Subject : Procedure to be Followed for Inward and Outward Proposals

Sir/Madam,

It has been observed that the disposal of certain inward communications and proposals is being delayed due to various reasons. Consequently, the timelines prescribed under the Citizen Charter are becoming difficult to adhere to. Therefore, in the interest of administrative efficiency and timely disposal of work, the following procedure shall be followed in the Finance & Accounts Section until further orders.

1. Receipt and Inward of Proposals

All letters and proposals shall first be received by the Inward/Outward Clerk, who shall verify the completeness of the proposal with respect to the prescribed forms and enclosures. Where multiple proposals are received under a single covering letter, each proposal shall be separated and treated as an individual proposal for the purpose of inward registration, and a separate inward number shall be assigned to each proposal.

All letters and proposals shall ordinarily be accepted by the Inward/Outward Clerk up to 3:00 p.m. Communications received through courier from outside agencies or other campuses after 3:00 p.m. shall also be accepted and shall be forwarded to the concerned officer on the same day up to 4:30 p.m.

2. Distribution of Inward Communications

- A. Letters received from the Government of Maharashtra, Government of India, University Grants Commission (UGC), Courts, urgent communications, communications from Statutory Officers, and all letters specifically addressed to the Finance & Accounts Officer shall be submitted directly to the Finance & Accounts Officer.
- B. All other inward communications, except those covered under Clause A, shall be distributed as follows:
 - Communications relating to the Finance & Accounts Department and Grants Section shall be submitted to the Dy. Finance & Accounts Officer for marking and further processing.
 - Communications relating to the Centralised Units (Churchgate, Juhu and Pune) shall be submitted to the Assistant Finance & Accounts Officer for marking and further processing.
 - Communications relating to the SPP Unit shall be submitted to the Assistant Registrar (SPP) for marking and further processing.
- C. In the absence of the Dy. Finance & Accounts Officer, the Assistant Finance & Accounts Officer shall mark and process communications relating to the Finance & Accounts Department, while the Accountant shall process communications relating to the Grants Section.

3. Timely Disposal

It shall be ensured at every level that communications and proposals received for disposal do not remain unattended for more than two to three working days. In case any matter cannot be disposed of within the prescribed period, the same shall immediately be brought to the notice of the Finance & Accounts Officer to ensure compliance with the statutory timelines prescribed under the Citizen Charter.

Further, whenever the Finance & Accounts Officer records remarks directing discussion, submission, or disposal of any matter within a specified timeline, the concerned officer/official shall ensure strict adherence to the prescribed timeline without fail.

4. Verification of Completeness

The Inward/Outward Clerk shall ensure that all communications and proposals are accepted only after verifying that they are complete in all respects. Incomplete proposals shall be accepted only with the prior permission of the Dy. Finance & Accounts Officer or the Assistant Finance & Accounts Officer.

All concerned are hereby directed to comply strictly with the above instructions.

This circular is issued for your information and necessary action.


(Vikas Vinayak Desai)
Finance & Accounts Officer

Copy for Information:

1. Hon. Vice-Chancellor's Secretariat, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon. Pro Vice-Chancellor's Secretariat, S.N.D.T. Women's University, Mumbai – 400 020.
3. Registrar, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Finance & Accounts Section Record:

1. Finance & Accounts Section – Standing Order File.