



IT IS NECESSARY TO EXPEDITE THE PAYMENT TO TEACHERS /VENDORS/OTHERS. ANY DELAY IN PAYMENT ON OUR SIDE WITHOUT VALID REASON/S BRINGS DISREPUTE TO THE COLLEGE. HENCEFORTH, THE FOLLOWING SOPS ARE TO BE FOLLOWED.

PRORCESS

Quotations, approval of the Purchase Committee (PC), Work order and Invoice/bill are to be submitted to Ms. Kore for advance/part/balance/full payment as the case may be.

1. Ms Kore to ensure that all documents received are proper and in order.
2. **If everything is in place Ms. Kore should receive the same with date of receipt and signature.**
3. Ms. Kore to verify the Purchase Committee Report, Work order and Invoice/bill.
4. Once verified should forward the same to the Principal for APPROVAL.
5. Purchase Committee Report, Work order and Invoice/bill are now to be submitted to Mr.Samant/Mr.Patel/Ms.Bendre/Ms Babita for cheque preparation.
6. Present cheque and approval of the Purchase Committee, Work order and Invoice/bill for signature of the Principal.
7. After principal's signature send it to the SES Office.
8. Disburse to the teacher/vendor etc. the payment cheque or deposit to the bank.

CHECKS

1. Ensure all documents are in place and as per requirements. All signatures of the PC members are must. Total COMPLIANCE IS MUST.
2. Verify thoroughly.
3. If there is a deficiency in the bill, it should be returned with remarks, date and signature to the person concern.
4. Mr.Samant/Mr.Patel/Ms.Bendre also should verify all amounts quoted with approval of the Purchase Committee, Work order and Invoice/bill before preparing cheque.
5. **Date and signature of staff concern on bill/s is mandatory.**

You are required to maintain the following:

Received on _____ sign _____
Checked & verified on _____ sign _____
Sent for Approval on _____
Approved on _____ sign _____

TIME LINE

The entire process should be completed within 7/8 working days



COVERAGE

All bills like Telephone, Electricity, Water Bill, Repair and Maintenance, Purchase, payment to teachers and staff etc.

The SOP does not cover Fee Refund.

Note:

- In the absence of any person named here, the next senior person should act on upon it.

Sr .No	Name and designation
1	Ms.Rupal Kore-OS
2	Mr.Ashish Samant-Sr. Clerk
3	Mr.Shailesh Patel-Jr. Clerk
4	Manisha Bendre- Accts Clerk

- In case of any doubts, it should be brought to the notice pf the Principal immediately.
- No quotations required for item purchased up to Rs. 5000/. However, before purchase prior sanction of the principal is must.
- TA payment to staff only after sanction by the Principal.

PAYMENT TO VISITING FACULTY (VF)

- All payment will be based on System Generated Bill and Lecture Taken Records (LTR) submitted by each VF.
- All bills and LTRs are to be submitted physically by the Coordinator from September 2021.
- Coordinator must sign physically with date of on bills are must.
- Office should maintain a register wherein the Coordinator will make an entry of Bill and LTRs submitted.
- VF bills should be cleared within 7/8 working days from the date of receipt of the bill by the Office.
- Coordinators should ensure speedy payment to VFs.

The SOP is subject to change

PRINCIPAL

