



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.
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Website : www.sndt.ac.in

Ref. No. Ac/Finance/2013-14/ 790.

Date :- 11-02-2014

CIRCULAR

To,

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

Subject :- Completion of Trial Balance for the year 2012-13.

Sir/Madam,

In continuation to the E-mail dated 06-02-2014, it is hereby directed to complete the trial balance for the year 2012-13 by 12th February, 2014.

The Trial Balance duly completed should be sent to the University Accountant, Ms. Anushree Dandekar, Finance & Accounts Department on her official E-mail ID accountant@sndt.ac.in with copy to Deputy Finance & Accounts Officer and Asst. Finance & Accounts Officer and copy to respective Internal Auditor.

Noncompliance of these instructions will be viewed seriously.

M. S. KUMAR
Finance & Accounts Officer
S.N.D.T. Women's University

Copy submitted to :-

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.

Copy for information :-

1. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
3. The Controller of Examination, S.N.D.T. Women's University, Mumbai - 400 020.
4. The University Librarian, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.