



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

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Ref. No.

Ac/Finance/2014-15/78.

May 7, 2014

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDT Women's University.
2. All Directors/Heads/Coordinators/In-charge of the SNDT Women's University Departments at Churchgate, Juhu & Pune Campuses.

Sub. : Updating & Submitting the Service Books of Staff under your control.

Sir/Madam,

This is to bring to your notice that all the departments should get updated the service book of all employees working under their control. Special care should be taken in case of employees retiring in the ensuing one year. The service books of such employees should be completed on top priority & service books should be sent to SPP Unit 6 Months before the date of retirement. Failing which the SPP Unit of the Finance & Accounts Department will not be responsible for delay in payment of pension to the employees of SNDT Women's University.

M. S. Kumar
(Finance & Accounts Officer)

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.