



**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

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

Ref. No.Ac/FAO/2013-14//6

Date :- 01-04-2013

**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 :- Uploading of Accounting Template.**

As you all aware that the e-financial system is on its way of implementation and till the implementation we have to keep required preparatory arrangements ready, we are suppose to maintain our Accounts in the Tally Proforma Template as per approved Budget Estimates 2013-14, which is being provided to you with Technical support.

2. It is therefore informed that the work of Installation of Tally Accounting Template in the S.N.D.T. Women's University & its Institutions located at three Campuses i.e. Churchgate, Juhu & Pune will be carried out by M/s. Jinesh Enterprises as per approved Templates alongwith Mr. Nitin Sonwane, Asstt. System Administrator.

3. In view of the Coding Structure assigned to the Budget Estimates 2013-14 & Revised Budget Estimates 2012-13, as per the Chart of Accounts, you have to upload at your end the said Template in the Tally & ask the Accountant/person looking after the accounts to add the items of receipts & expenditure, which are applicable to your institute as per codes assigned. In addition, the data for the Financial Year 2012-13 is also required to be recompiled in the said Template format, so as to link the Budget Document as well as the forms of Annual Account in a synchronise way.

4. Further, you are also requested to kindly submit the information regarding Tally Licenses procured at your department along with consumption about success for installation of the Template.

5. The Accountant or the person looking after the accounts in your department /Institutions shall also be given hands on training on Tally during 8th & 9th April 2013 at 11.00 a.m. at Arts & Commerce & Science College Computer Lab at Churchgate, (1st Floor) the programme details would be communicated soon on e-mail.

6. The compliance of the successful installation of Tally Accounting Template & Updation of additional records be invariably reported by the Accountant/Person looking after accounts during the "Training Cum Orientation Workshop on Efficient Financial Management & Reform Process", at Mini Auditorium Juhu, on 15<sup>th</sup> April, 2013 at 9.30 a.m.

Looking forward to your positive feedback & compliance on [finance@sndt.ac.in](mailto:finance@sndt.ac.in) under copy to [fao@sndt.ac.in](mailto:fao@sndt.ac.in)



Virendra Jadhavrao  
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 - 49.
4. The University Librarian, S.N.D.T. Women's University, Mumbai – 400 020.

Copy to :-

5. Mr. Nitin Sonawane, Asstt. System Administrator.
6. M/s Jinesh Enterprises, Mumbai.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section – Standing Order File.