



SHREEMATI NATHIBAI DAMODAR THACKERSEY

WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.
Telegram : UNIWOMEN • Telephone : 2203 1879 • Fax : 2201 8226
Website : www.sndt.ac.in

Ref. No.

Ac/Finance/2014-15/1320

Date: - 17-06-2014

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 :- Information for Task Force Committee to finalize the Centralized Accounting System in SNDT Women's University.

Sir/Madam,

It is hereby directed to submit the following information to the Finance & Accounts Department by 20th June 2014 :

1) Bank Account Details in the following format :-

Name of Banks
Branch
Bank Account Number
Type of Account
Operating/Dormant Account
First & Second Signatory

2) Fixed Asset Details of the departments

3) Fixed Deposit Details

4) TDS Traces Notices received by department for last 5 years [if any]

The above details should be sent to the Deputy Finance & Accounts Officer, Finance & Accounts Department on her official E-mail ID dfo@sndt.ac.in with copy to University Accountant accountant@sndt.ac.in.

Non-compliance of these instructions will be viewed seriously.

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.