

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

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मुंबई ४०० ०२०

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Ac/Finance/2015-16/35.

Date: 16-04-2016

C I R C U L A R

To,

1. All Principals of the Colleges conducted by SNDTW University at Pune Campus
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Pune Campus

Sub. : Circular for keeping the office open on 17 and 19 April 2016 for completion of accounts

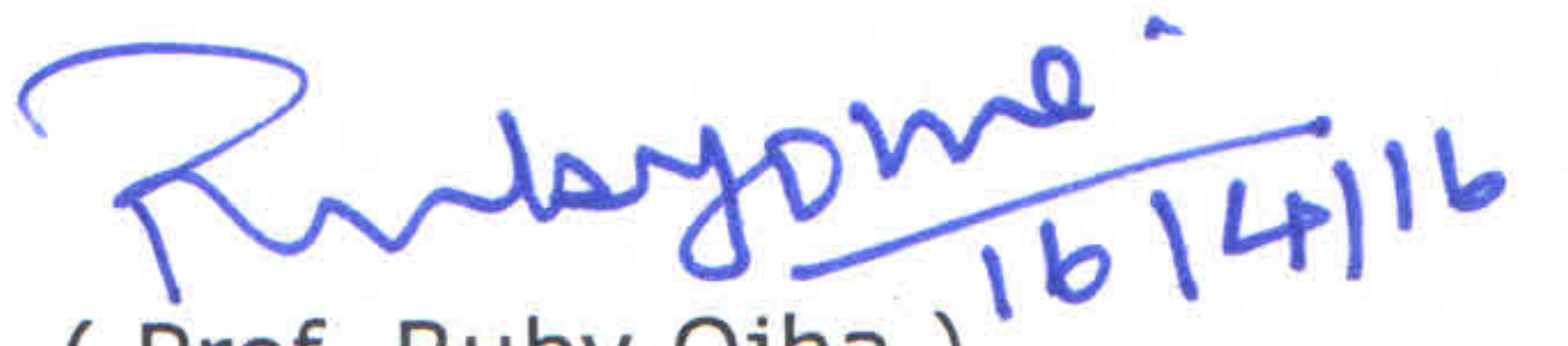
Sir/Madam,

As you may be aware, Chartered Accountants firm **M/s R. Sundaresan Aiyar & Co** has been engaged by the University to complete the accounts writing in all the departments of all the campuses.

Mr. Aiyer and his team will be in Pune campus from 16-04-2016 to 20-04-2016 for completing the accounts of all the departments /colleges /institutions. **I hereby request all the HODs/principals/directors to keep the office open on 17 and 19 April 2016 for completion of accounts for which the office staff can take the compensatory off any other day.** This decision has been taken after having a discussion with Hon. VC madam.

Kindly co-operate **M/s R. Sundaresan Aiyar & Co.** as their tenure with the University for writing the accounts of 2014-15 is very short.

Thanking you,


(Prof. Ruby Ojha)
16/4/16
Finance and Accounts Officer
SNDT Women's University