

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग
मुंबई ४०० ०२०

Telegram: UNIWOMEN
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Ac/Finance/2016-17/71.

Date: 7-5-2016

CIRCULAR

To,

1. Hon. Vice-Chancellor, Pro Vice-Chancellor, Director B.C.U.D., Registrar, Controller of Examination and Finance & Accounts Officer
2. All Principals of the Colleges conducted by SNDTW University
3. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses.
4. All Deputy Registrars, Asst. Registrars, University Engineer (Estate Department) and Hostels of the University at Churchgate and Juhu
5. University Store Department, Finance and Accounts department, S.P.P. Unit (Salary), Grants Section, Patkar Hall

Subject: Circular for Maintenance of Fixed Asset Register

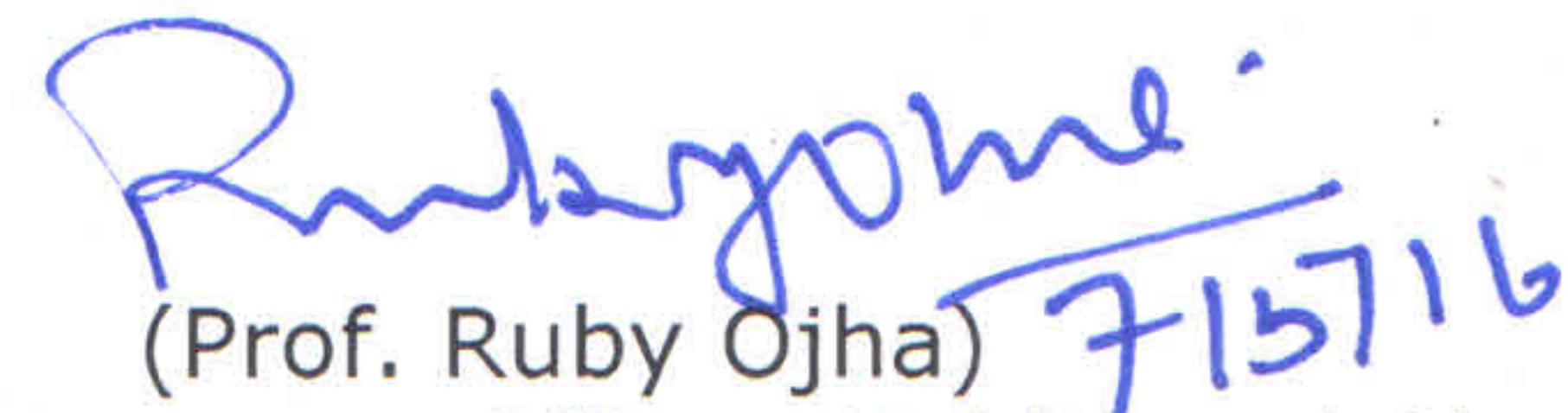
Sir/Madam,

As part of the Audit requirement, maintenance of Fixed Asset Register is mandatory. Please find attached herewith the format of Fixed Asset Register in soft form. Every year you are requested to maintain the Fixed Asset Register in this format. At the end of each Financial Year printout of this format (duly filled in) should be taken, and duly signed by the HoD and the Auditor and can be preserved in a file. Every 5th year this can be bound in hard form.

You are requested hereby to complete the Fixed Asset Register from the Financial Year 2011-12 to 2015-16 by May 15, 2016. Auditor's team will visit each department for verifying and signing this register.

Kindly co-operate in this endeavor with the Finance & Accounts Office. In case of any query, please feel free to contact the undersigned or the Deputy Finance & Accounts Officer.

Thanking you,


(Prof. Ruby Ojha) 715716

Finance and Accounts Officer (Additional Charge)

A/A