

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2015-16/616

Date: 13-12-2016

CIRCULAR

To,

All Heads/Co-ordinators/In-Charge of the University Departments at Churchgate.

Subject :- Transfer of department funds to the University Account for the functioning of the Centralized Accounts Unit

Dear Sir/Madam,

For functioning of the Centralized Finance Units, it has been decided that the University Departments/Conducted Colleges and Institutions will maintain one Saving Bank Account for the purpose of holding imprest amount and one Current Account for students scholarship purpose.

As per the orders of the Competent Authority the HoDs of the Departments mentioned below are requested to transfer the funds from department's Saving Bank A/c to centralized bank a/c no.1389101073025 maintained at the University, after maintaining minimum balance in Department Saving Bank A/c. After receiving the funds from departments, imprest amount will be given to each department for their day to day expenses, which has to be settled with Centralized Finance Unit Churchgate Campus periodically. Henceforth all financial transactions will be done through Centralized Bank A/c. All payments will be done by Centralized Finance Unit campuswise, except the salary payments.

All the HoDs are requested to transfer the funds by 25-12-2016.

Looking forward to have your co-operation.

Thanking you,

(Prof. Ruby Ojha)

Finance and Accounts Officer
SNDT Women's University

To,

1. HoD. Post Graduate Department of English
2. HoD. Post Graduate Department of Hindi
3. HoD. Post Graduate Department of Marathi
4. HoD. Post Graduate Department of Gujarati
5. HoD. Post Graduate Department of Sanskrit
6. HoD. Post Graduate Department of Political Science
7. HoD. Post Graduate Department of Psychology
8. HoD. Post Graduate Department of Music
9. HoD. Department of Education
10. HoD. Post Graduate Department of History
11. HoD. Post Graduate Department of Commerce
12. HoD. Post Graduate Department of Sociology

13. HoD. Post Graduate Department of Drawing & Painting
14. HoD. Post Graduate Department of Economics
15. HoD. Post Graduate Department of Guidance & Counseling
16. HoD. Post Graduate Department of Language Teaching
17. In-Charge Patkar Hall
18. In-Charge Hostel Churchgate & Juhu
19. Asst. Director, Department of Students Welfare
20. Asst. Director, Department of Physical Education
21. University Librarian, SHPT School of Library Science
22. University Librarian