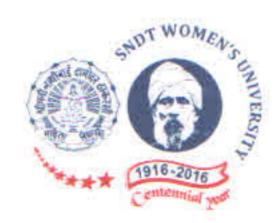
# **SNDT Women's University**

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Mumbai 400 020

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## श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Date: 15-02-2017

Ac/Finance/2016-17/728

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.

### CIRCULAR

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

Dear Sir/Madam,

For functioning of the Centralized Finance Units, it was 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.

With reference to earlier circular no. Ac/Finance/2016-17/674 dated 09-01-2017 the HoDs of the Departments were 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, Juhu & Pune 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.

For transferring the said funds it is mandatory to complete Bank Reconciliations in the software of all Bank Accounts maintained by University Departments/ Conducted Colleges only then actual bank balance can be known to transfer the funds to University.

All the HoDs are requested to transfer the funds by 20-02-2017.

Looking forward to have your co-operation.

Thanking you,

Dr. S. N. Bharambe )

Finance and Accounts Officer (Addl.Charge)

C.C. to

### Churchgate

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

### **Juhu Campus**

- 1. HoD. Department of Education Management
- 2. Principal, Department of Special Education
- 3. HoD. Department of Family Resource Management
- 4. HoD. Department of Extension Education
- 5. HoD. Department of Human Development
- 6. HoD. Department of Computer Science
- 7. HoD. Department of Analytical Chemistry
- 8. HoD. Department of Textile Science & Apparel Design
- 9. HoD. Department of Food Science & Nutrition
- 10. HoD. Department of Educational Techology
- 11. Director, R.C.W.S.
- 12. Director, J.D.B.I.M.S.
- 13. Deputy Registrar, Juhu Administration
- 14. Incharge HoD. S.N.D.T. Women's University Law School

### **Pune Campus**

- 1. HoD. Post Graduate Department of Hindi
- 2. HoD. Post Graduate Department of Marathi
- 3. HoD. Post Graduate Department of Geography
- 4. HoD. Post Graduate Department of Economics
- 5. HoD. Post Graduate Department of Psychology
- 6. HoD. Post Graduate Department of Music
- 7. HoD. Department of Education (P.G.)
- 8. HoD. Post Graduate Department of Drawing & Painting
- 9. HoD. Post Graduate Department of Commerce
- 10. HoD. Department of Communication Media for Children
- 11. Campus Pune
- 12. In-Charge Hostel Pune