

# SNDT Women's University

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१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

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Ac/Finance/2018-19/ 199

Date: 31-05-2018

## C I R C U L A R

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 :- Procedures to be followed by all the Heads of the Departments/Directors/ Principals IN Centralised Accounting.**

- Reference :-**
1. Circular No. Ac/Finance/2017-18/312 dated 01-09-2017
  2. Circular No. Ac/Finance/2017-18/780 dated 27-03-2018
  3. Circular No. Ac/Finance/2018-19/35 dated 10-04-2018

Dear Sir/Madam,

It is hereby informed that the following procedure is to be followed for Centralised Accounting for all the department considered under by Centralized Campus Units in all the three Campuses.

I. Banking Arrangement and Investments

After the maturity of Fixed Deposits the amount should be transferred in the University Centralized Bank account as with instructions and thereafter the FDs will be maintained by the Finance & Accounts Section. The department shall be able to view this amount in the daily report generated in Uni-suite software.

Thanking you,

( Kashinath T. Shinde )  
Finance and Accounts Officer