

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road,
Mumbai - 400 020.

Email-id: officecfa@fa.sndt.ac.in

Phone no.022-22070792; 22031879 Extn. No:1214

Ref. No. : CAUnit/Circular/2018-19/26

Date : 15th May, 2018

To,
All college/Department/Institution
Under **Centralise Accounts Unit** at
Churchgate, Juhu & Pune.

Subject : To submit the various documents as per University Circular AC/Finance/2017-18/780 dated 27.3.2018 & Circular No AC/Finance/2017-18/781 dated 30.3.2018


As per the aforesaid circulars, there were many issues informed to be followed by the all the Heads of the Department/Director/Principals in respect of accounting system through Centralise A/cs Unit.

In the review meeting, it is found that, many department has not fulfilled the requirement mentioned in the circular, therefore, all are hereby request to follow the time limit given below:

- Transfer the amount from Department SB/CA A/c after keeping minimum balance or Salary fund to Centralise Accounts Unit (SB A/c 1389101073025) on or before 22.5.2018;
- To submit the photocopy of updated Bank Passbook/Statement for the period from 31.3.2018 till date on or before 22.5.2018;
- To submit print report copy of Investment from Uni Suite software at C A Unit on or before 22.5.2018;
- To complete all type of Data entry(Uni suite software) in respect of Salary Payment & respective deduction payment / Advance/ Petty cash (if any) / Fees income & other income for the year 2017-18. Please submit the copy of bank reconciliation and Trial Balance by **28.5.2018**

Please adhere a time limit, failing which strict action will be taken.

Kindly ignore this notice those who have fulfilled the all concern issue as mentioned in the circular.


15/5/18

(K T Shinde)
FINANCE & ACCOUNTS OFFICER