

SNDT Women's University

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श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Ac/Finance/2017-18/ 781.

Date :- 30-03-2018

C I R C U L A R

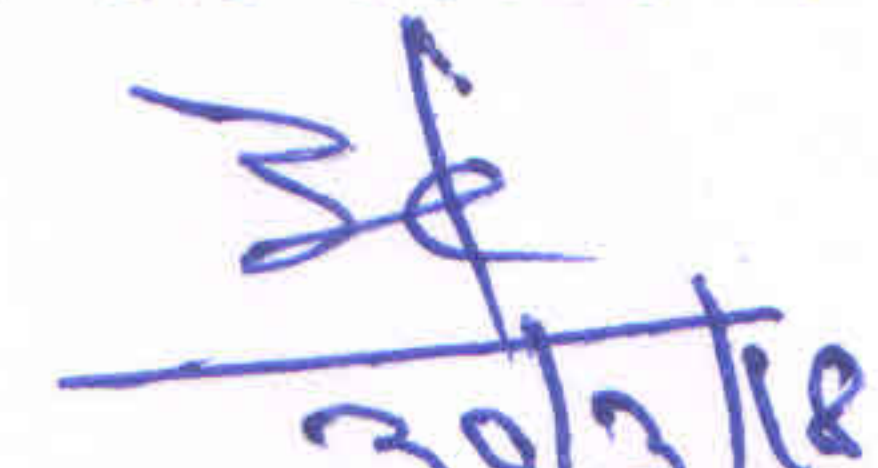
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To,
All Staff Members of Centralised Unit
at Churchgate, Juhu & Pune Campuses
S.N.D.T. Women's University

This is to inform you that all the Staff Members of Centralised Units at Churchgate, Juhu & Pune Campuses are hereby directed to be follow the following instructions :-

1. Centralized staff of Juhu and Pune Campus should visit once in a week at Churchgate Campus after coordinating with Ms. Anushree Dandekar.
2. The closing Trial balance for the year 2017-18 is to be freezed by 10-04-2018.
3. The Investment module of all the Centalized Departments to be updated in the software by 15-04-2018 for the year 2016-17 and 2017-18.
4. To review the monthly basis accounting of all the Centralized Unit of every month by 7th of the next month and reporting to the Finance & Accounts Officer by 10th of the next month forward to the Ms. Anushree Dandekar.
5. Bank Reconciliation Statement of the Centralized Bank Account till March 2018 should be completed by 20-04-2018.
6. The training for updation of the Database of the vendor will be provided but in the meantime information required as per the RTGS mandate form to be collected upto 05-04-2018 of the regular vendors. Henceforth with every bill the RTGS Mandate Form to be mandatorily filled by all the vendors
7. From the FY 2018-19, the cheques will be issued by all the three centralized units after receiving of the sanctioned Bill Cum proforma or Advance Proforma from the authorities for the concerned campus centralized unit.

Ms. Anushree Dandekar, Accountant should ensure that all the above is strictly adhered to or strict action will be taken.


(Kashinath T. Shinde)
Finance & Accounts Officer

Copy submitted to :-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400020.
2. The Registrar, S.N.D.T. Women's University, Mumbai - 400020.

Copy for information

1. Deputy Finance & Accounts Officer, Finance & Accounts Department, S.N.D.T. Women's University, Mumbai - 400 020.
2. Asst. Finance & Accounts Officer, Finance & Accounts Department, S.N.D.T. Women's University, Mumbai - 400 020.
3. University Accountant, Finance & Accounts Department, S.N.D.T. Women's University, Mumbai - 400 020.
4. Three Centralised Campus Units situated at Churchgate, Juhu and Pune

Copy for Finance & Accounts Section record :-

2. Finance & Accounts Section - Standing Order File.