

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/2017-18/669.

Date: 06.02.2018

C I R C U L A R

To,

2. 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 :- Providing requisite data required by AG Auditors

Dear Sir/Madam,

It is hereby informed that the AG Audit is commencing from 7th February 2018 which will extend to 17th March 2018. The Team will cover the period from Financial year 2002-2003 till Financial year 2013-14. They would require hard copies of Cash Book , All ledger printout authorized by respective Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses and Principals of the Colleges conducted by SNDTW University. This is the basic requirement informed by them.

Kindly provide these documents as per scheduled given below :

Period of Audit	Campus	Date by which data to be provided
2002-2003 & 2003-2004	Churchgate	6.02.2018
	Juhu & Pune	7.02.2018
2004-2005 & 2005-2006	Churchgate, Juhu & Pune	8.02.2018
2006-2007 & 2007-2008	Churchgate, Juhu & Pune	9.02.2018
2008-2009 to 2011-2012	Churchgate, Juhu & Pune	12.02.2018
2012-2013 & 2013-2014	Churchgate, Juhu & Pune	14.02.2018

Strictly Adhere to the deadline given. The concerned Head of Department would be held responsible for non submission of the said information by the deadline given.

Any other information required by the said AG Auditors will be informed to you as and when required.

Kindly treat the same on the urgent basis.

Thanking you,

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6/2/18

(Mr. Kashinath T. Shinde)
Finance and Accounts Officer
SNDT Women's University

Copy for information to :
Hon'able Madam Vice Chancellor
Hon'able Pro-Vice Chancellor
The Registrar
The Director of Board of Examinations and Evaluations
The Officer on Special Duty
Standing order file of Finance & Accounts Section