

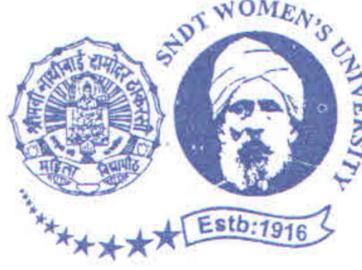
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मुंबई ४०० ०२०

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REG/175/2018-19/357

25th March 2019

CIRCULAR:

All the concerned are hereby informed that as per the decision taken in Finance & Accounts Committee Meeting held on 12.03.2019 and Management Council Meeting Held on 16.03.2019 and VC Order dated 19.03.2019 ref no.AC/Finance/2018-19/897 a separate team for audit has been formed for completion of Audit from FY 2015-16 to FY 2018-19 onwards. The deadline for completion of FY 2015-16 & FY 2016-17 is 31.05.2019 and FY 2017-18 & FY 2018-19 is 15.08.2019. The details are as follows:-

1. Ms. Anushree Dandekar-University Accountant-Incharge of Audit
2. Mr. Angad Pukale -Assistant Accountant
3. Ms. Archana Gurav - Junior Accountant
or Mr Jitendra Chavan - Clerk Cum Typist(Either to be relieved by Director, Knowledge resource Centre Mr. Subhash Chavan)
4. Mr. Gajanand Joshi - Coordinator for Juhu Campus (He needs to work as coordinator alongwith UMIT Work considering the volume handled by him alone)
5. Mr. Rupesh Jadhav -Clerk Cum Typist
6. Ms. Shweta Mohite - Clerk Cum Typist
7. Mr. Santosh Pawar - Clerk Cum Typist
8. Ms. Bharati Sardesai - Junior Accountant Coordinator for Pune Campus (She needs to work as coordinator alongwith SNDT Arts College, Pune Work considering the volume handled by her alone)
9. Mr Ajay Zavare - Senior Clerk
10. Ms. Darshana Pawar - Temporary Accountant
11. Mr. Dhananjay Pawar - Temp Clerk Cum Typist

The above team has to work for all the three campuses which means they might need to travel to any campus if required.

All the above team except as mentioned in Point NO. 4 and 8 would be working exclusively for completion of audit.

The work to be handled by the above team:-

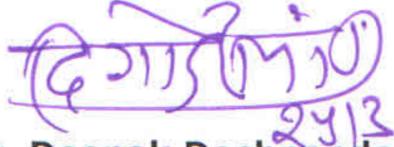
- The accounting readiness of departments for audit files and records to be kept ready before the auditors visit.
- Co-ordination with internal as well as statutory auditors.
- Coordination with Campus Coordinators such as Mr. Nilesh Thakare (Churchgate Campus), Mr Sanjay Shitole(Juhu Campus) and Ms. Nalini Patil (Pune Campus)
- Mr. Preetam Kokate is relieved as Campus Coordinator of Churchgate since separate team is formed, Ms. Sheetal Sawant,Junior Accountant is also retiring on 31.03.2019 and then Centralised Unit works needs to be handled.
- Coordination with CA Narayan Pasari and CA Yogesh Patel for daily monitoring.
- Getting Financials Trial Balance finalized from auditors and in software
- Getting books of accounts updated.
- Coordination with Software Team especially with Developers for finalizing balance sheets and schedules from software, if required.
- Incorporating the final tally trial balances in software for consolidation and balance sheet generation purpose.
- The whole set of financial statements which includes balance sheet, income and expenditure, trial balance, schedules, significant accounting policies, notes to accounts, letter of representation and any other report required by auditors.
- The books of accounts of University including Finance & Accounts Section, Grants, SPP Unit, Centralised Units and Exam Department would be completed with the help of this team member only. Only for files and any other data required will be provided by the concerned department staff.
- Generation of Final Balance Sheet of department/college/institution to be done from the software.
- Draft of any circulars for policy decision or instructions related to audit should be forwarded to Finance & Accounts Officer through Deputy Finance & Accounts Officer (DFAO) and in absence of DFAO then through Assistant Finance & Accounts Officer(AFAO).
- Ms. Anushree Dandekar or Mr. Angad Pukale should do all mail coordination to Heads of the Departments/Principals/Coordinators/Directors.

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- The responsibility of resolving internal audit and statutory audit queries is on this team only.
- The team should be coordinating till signing of financial statements of each department/college/institution and even the consolidated financial statements
- This team has to work on the static balances of each department/college/institution.
- The peon of each department/college/institution should be allocated the work of their department/college/institution work and records.
- The peons of all the three centralized campus units will assist this team for any work allocated by Ms. Anushree Dandekar or Mr. Angad Pukale for completion of audit.
- Finance & Accounts Officer and Deputy Finance & Accounts Officer only for policy decision for resolving queries requiring policy decision and not for accounting issues.

Ms. Anushree Dandekar should report on daily basis to Finance & Accounts Officer and All the Statutory Officers the status of audit.

All the above noted employees from three campuses will report to Ms. Anushree Dandekar, Accountant who will assign them the work and further guidance/orders.


(Dr. Deepak Deshpande)
Registrar

To,

1. All the Concerned Heads of the Departments/Institutions/Conducted Colleges
2. All the concerned staff members

Cc to:

1. Secretariat of VC/PVC/Registrar/Finance & Accounts Officer
2. Director, Board of Examination and Evaluations
3. Officer on Special Duty
4. All Principals/Directors/Heads of the Departments/Coordinators (including Three Campus PG Coordinators)
5. Deputy Finance & Accounts Officer
6. Deputy Registrar Establishment
7. Assistant Finance & Accounts Officer
8. Accountant, F & A Section
9. Master File of each employee.