

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/2018-19/ 884

Date :- 18-03-2019

C I R C U L A R

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To,
All Staff Members of Finance & Accounts Department
Grants Section, S.P.P. Unit &
Centralized Accounts Unit, Churchgate, Juhu & Pune Campuses
S.N.D.T. Women's University
Mumbai - 400 020.

This is to inform that, all the staff members of the Finance & Accounts Department, Grants Section, Centralized Accounts Juhu Campus, Centralized Accounts Churchgate Campus and Pune Campuses (Temporary/Permanent) for the completion of the work of Closure of the Financial Year 2018-19, anybody should be till 31-03-2019 and no leave will be accepted and approved. To complete the year end task hassle free, late sitting should start immediately.

It is mandatory for all staff to work on **IVth Saturday i.e. 23rd March, 2019 & Sunday 31st March, 2019 other than all working days.**

Noncompliance of these instructions will be viewed seriously.

Expecting your kind co-operation for the same.

(Janhavi P. Bhole)

Finance & Accounts Officer (Addl.Charge)

Copy 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 Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.