

SNDT Women's University

1, Nathibai Thackersey Road,

Mumbai 400 020

Phone: +91 22 2203 1879

Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram: UNIWOMEN

Website: sndt.ac.in

Date: 01-04-2019

Ac/Finance/2019-20/01.

URGENT/IMPORTANT

CIRCULAR

To,

All Directors/Heads/Co-ordinators/In-Charge under Centralised Accounts Unit of the University Departments at Churchgate, Juhu & Pune Campuses.

Subject :- To submit the various documents as per University Circular Ac/Finance/2017-18/780 dated 27-03-2018 & Circular No. Ac/Finance/2017-18/781 dated 30-03-2018.

Sir/Madam,

In continuation to our earlier Circular No.CA Unit/Circular/2018-19/26 dated 15th May, 2018 regarding as per the above mentioned subject, there were many Departments who have not finalized the instructions given. This resulted in various financial issues and thereby leading to accounting issues, which Centralized Accounts Unit & Finance Department had to resolve at the flag end of year closing.

Hence, it is hereby instructed to transfer the amount from Department S.B. CA A/c after keeping minimum balance or salary fund to Centralize Account Unit (S.B.A/c No.1389101073025) on or before 04-04-2019 and submit the photocopy of updated Bank Passbook/Statement for the period from after transfer of funds by 05-04-2019 to respective CA Units.

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

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

(CA Janhavi P. Bhole)

Finance & Accounts Officer (Addl.Charge)

Churchgate

1. HoD. Post Graduate Department of English
2. HoD. Post Graduate Department of Hindi
3. HoD. Post Graduate Department of Marathi
4. HoD. Post Graduate Department of Gujarati
5. HoD. Post Graduate Department of Sanskrit
6. HoD. Post Graduate Department of Political Science
7. HoD. Post Graduate Department of Psychology
8. HoD. Post Graduate Department of Music
9. HoD. Department of Education
10. HoD. Post Graduate Department of History
11. HoD. Post Graduate Department of Commerce
12. HoD. Post Graduate Department of Sociology
13. HoD. Post Graduate Department of Drawing & Painting
14. HoD. Post Graduate Department of Economics
15. HoD. Post Graduate Department of Guidance & Counseling
16. HoD. Post Graduate Department of Language Teaching
17. In-Charge Patkar Hall
18. In-Charge Hostel Churchgate & Juhu
19. Asst. Director, Department of Students Welfare
20. Asst. Director, Department of Physical Education
21. Director, B.M.K. Knowledge Resource Centre (SHPT School of Library Sc.)
22. Director, B.M.K. Knowledge Resource Centre, SNDT Women's University, Mumbai-20.

Juhu Campus

1. HoD. Department of Education Management
2. Principal, Department of Special Education
3. HoD. Department of Family Resource Management
4. HoD. Department of Extension Education
5. HoD. Department of Human Development
6. HoD. Department of Computer Science
7. HoD. Department of Analytical Chemistry
8. HoD. Department of Textile Science & Apparel Design
9. HoD. Department of Food Science & Nutrition
10. HoD. Department of Educational Technology
11. Director, R.C.W.S.
12. Director, J.D.B.I.M.S.
13. Deputy Registrar, Juhu Administration
14. Incharge HoD. S.N.D.T. Women's University Law School

Pune Campus

1. HoD. Post Graduate Department of Hindi
2. HoD. Post Graduate Department of Marathi
3. HoD. Post Graduate Department of Geography
4. HoD. Post Graduate Department of Economics
5. HoD. Post Graduate Department of Psychology
6. HoD. Post Graduate Department of Music
7. HoD. Post Graduate Department of Drawing & Painting
8. HoD. Post Graduate Department of Commerce
9. HoD. Department of Communication Media for Children

10. Campus Pune
11. In-Charge Hostel Pune
12. Deputy Librarian, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Pune
13. Director, JDBIMS, Pune

Copy submitted to :-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.