

# S.N.D.T. Women's University

1, Nathibai Thackersey Road,  
New Marine Lines, Churchgate,  
MUMBAI - 400 020.

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,  
चर्चगेट, मुंबई-४०००२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

Ac/Finance/2020-21/70

Date:- 13-10-2020

## CIRCULAR

To,

1. All Principals of the Colleges conducted by SNTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu & Pune Campuses

### Sub. :- Compulsory Attendance of Staff Working for Audit

Dear Sir/Madam,

All the departments/colleges are hereby informed though there has been relaxation in the attendance of the staff due to COVID 19 Lockdown but even after repeated reminders, the audit work is yet to be completed in some of the departments/colleges in all the three campuses.

The Senate Meeting has been scheduled on 10<sup>th</sup> November 2020 for the approval of the accounts of FY 2016-17. Before that the accounts are to be approved in Finance and Accounts Committee and Management Council Meetings also.

Hence it is hereby informed to instruct the concerned staff to report to office on daily basis where the audit work is yet to be completed to complete the said work by 18<sup>th</sup> October 2020.

This is for your information & further necessary action.

*for dg* 23/10/2020  
( Dr. Ruby Ojha )

Finance & Accounts Officer (Addl.Charge)

Copy for information :-

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.
3. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
4. The Director, B.C.U.D., S.N.D.T. Women's University, Mumbai - 400 020.
5. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 020.
6. The Director, Bharatratna Maharshi Karve Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section record :-

1. Finance & Accounts Section - Standing Order File.

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**CIRCULAR - ATTENDANCE FOR AUDIT WORK**