

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

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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

SPP Unit/2020-21/

Date: 23rd July 2020

C I R C U L A R

URGENT AND IMPORTANT

To,

1. All Heads/Co-ordinators/In-Charge of the Aided Post Graduate Departments of the University at Churchgate, Juhu & Pune Campuses.

Sub.: Procedure for Centralisation of Salary Disbursement from the FY 2020-21


Dear Sir/Madam,

With reference to the above mentioned subject in the prevailing situation of Lockdown where the decision has been taken to centralise the disbursement of the salary of Teaching and Non Teaching employees under Post Graduate Departments of the University, GoM, as follows:-

1. The data entry of paysheet to be done in Unisuite Software categorywise (Esevarth(Teaching and Non Teaching), Other than Esevarth(Teaching and Non Teaching), Unaided - Permanent , Offline and Temporary(Teaching and Non Teaching) alongwith their bank account details) for each employee by 31st July 2020 for the period ended 30th June 2020 and also for the month of July 2020 considering increment.
2. The responsibility of deductions payment till the date of centralization would be of the concerned departments.
3. The authorized details of deductions payments like Profession Tax Number, TAN Number should be provided with hard copy of each.
4. Even the LIC details, Provident Fund details, DCPS Details should be entered in the software of each employee.
5. **SPP Unit will only handle disbursement of salary and deduction payments.**
6. All the responsibility of the notices, assessments received should be of the concerned head of the departments itself.

7. The notices relating to any deductions of the salary till the period of centralization should be handled by the departments itself.
8. The investments proofs should be collected by the concerned departments and entered in the software for tax calculations.
9. Any changes in the pay scale of the employees should be authorized by concerned head of the departments.
10. All PF cases to be handled by the department itself.

Thanking you,


(Prof Ruby Ojha) 24/7/2020

Finance and Accounts Officer- Additional Charge
SNDT Women's University

For Necessary Action:-

1. ALL PGSR Departments of Churchgate
2. ALL PGSR Departments of Pune
3. ALL PG Home Science Departments of Juhu
4. Department of Education Management, Juhu
5. Department of Analytical Chemistry, Juhu
6. Department of Education, Churchgate
7. Department of Educational Technology, Juhu
8. Department of Education (Med) Pune
9. Dept of Communication Media

CC to 1. Hon Vice Chancellor Madam

2. Hon Pro Vice Chancellor Sir

3. Registrar

4. Director of Board of Examinations and Evaluations