

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/2021-22/ 426

Date: 16-12-2021

URGENT/IMPORTANT

C I R C U L A R

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

Subject :- Transfer of funds to Centralized Units.

**Reference :- University Circular Ac/Finance/2017-18/780 dated 27-03-2018,
Circular No. Ac/Finance/2017-18/781 dated 30-03-2018 & Circular
No.Ac/Finance/2019-20/01 dated 01-04-2019.**

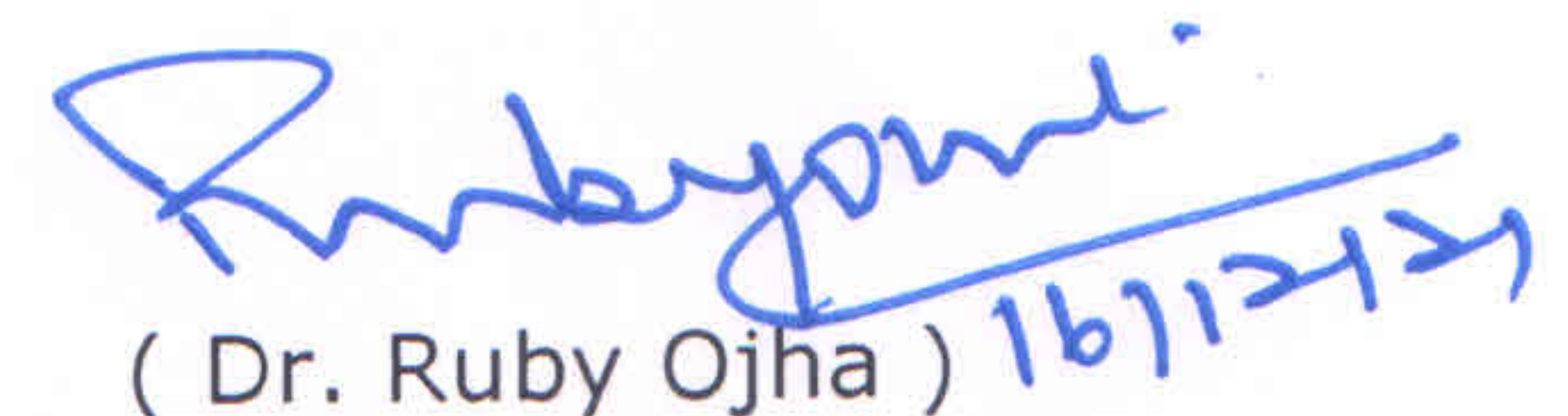
Sir/Madam,

In continuation to our earlier Circular No.Ac/Finance/2019-20/01 dated 1st April 2019 regarding the above mentioned subject, there were many Departments which have not followed the given instructions. This resulted in various accounting issues, which Centralized Accounts Unit & Finance Department had to resolve at the year closing.

Hence, it is hereby instructed to transfer the amount from Department Saving Bank or Current Account after keeping minimum balance or salary fund to Centralize Account Unit (S.B.A/c No.1389101073025) on or before 24-12-2021. Also, submit the photocopy of updated Bank Passbook/Statement after transfer of funds to respective Centralized Accounts Units.

Please adhere to the time line, failing which strict action can be taken.

Kindly ignore this notice if you have already transferred the funds to the Centralized Unit.



(Dr. Ruby Ojha) 16/12/21

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.