

# SNDT Women's University

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मुंबई ४०० ०२०

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SPP Unit/2021-22/ 18

Date: 12<sup>th</sup> May 2021

## **CIRCULAR**

### **URGENT AND IMPORTANT**

To,

1. All Principals of the Colleges/Departments - AIDED/Unaided conducted by SNDT Women's University Technical and Higher Education, GoM
2. All Directors/Heads/Co-ordinators/In-Charge of the University Aided/Unaided Departments at Churchgate, Juhu & Pune Campuses.

### **Sub. : Procedure for Preparation of Salary Paysheets in Software from the FY 2021-22**

Dear Sir/Madam,


In continuation of our circulars dated 27.07.2020 related to paysheets in Unisuite Software and with reference to the above mentioned subject the paysheets for the FY 2021-22 should be in Unisuite Software. IT has to be done in the following way:-

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.

The salary will be processed on the pay sheets generated from Unisuite only.

Kindly make a note of it.

Thanking you,

  
(Prof Ruby Ojha) 12/5/21

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

CC to 1. Hon Vice Chancellor Madam

2. Hon Pro Vice Chancellor Sir

3. Registrar

4. Director of Board of Examinations and Evaluations