

# 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/2021-22/575

Date :- 29-03-2022

## C I R C U L A R

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To,

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

### **Sub.:- Cash/Investment verification as on 31<sup>st</sup> March, 2022.**

Sir/Madam,

You are hereby requested to keep the following records ready for verification for Statutory Auditors i.e. M/s A. R. SULAKHE, Chartered Accountants, who will visit your College/Department in the Juhu & Pune Campus on 1<sup>st</sup> April, 2022 and Churchgate Campus on 4<sup>th</sup> April, 2022.

All Cash Books & Petty Cash Book duly completed in all respects be closed on 31<sup>st</sup> March, 2022 (Thursday). List of all Fixed Deposits be prepared & Cash Balance Certificate certified by concerned Principal/HoD also to be kept ready.


The investment confirmation certificate as on 31<sup>st</sup> March, 2022 from respective bank & bank balance confirmation to be kept ready.

It is mandatory to complete the said task on designated days or else this will not be undertaken later and this audit compliance further will have to be addressed by concerned Principal/HoD/Director.

You are requested to extend your full co-operation in this matter.

Thanking you,

Yours faithfully



( Dr. Ruby Ojha )

Finance & Accounts Officer (Addl. Charge)

C.C. to :- The Campus Incharge. Churchgate, Juhu and Pune for information