

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 - ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

Ac/Finance/2022-23/529

Date- 14/12/2022

C I R C U L A R

To,

1. All Principals of the colleges conducted by SNDTW University
2. All Directors/Head/Co-ordinators/In-Charge of the University Departments of Churchgate, Juhu & Pune campuses

Subject:- Information required regarding Updated Bank Reconciliation & Status of Completion of Books of Accounts.

Sir/Madam,

I would like to inform you that ,while obtaining information regarding completion of budget estimate for the financial year 2023-24 along with revised budget for F.Y. 2022-23, it has been noticed that bank reconciliation of major departments/colleges are still not settled which may impact on the accuracy of account writing of the said departments/colleges.

Hence your are hereby requested to kindly submit the data in the following format .

Sr.no	Particulars	2020-21	2021-22	2022-23
1	Status of Books of Accounts in Uni-Suite			
2	Status of Bank Reconciliation			

Further you are informed to submit the date for completion of Accounts writing as well as settlement of Bank Reconciliation pending if any . Also submit copy of settled Bank Reconciliation statement as on 30th November 2022 along with the Last page of banks settlement of banks reflecting in Trial Balance as per bank the balance as on said date duly certified by HOD or Principal of colleges/ departments.

All the above information should be submitted in the name of **FINANCE & ACCOUNTS OFFICER, SNDT WOMEN'S UNIVERSITY CHURCHGATE MUMBAI-20** to following concern looking after budgets.

Budgets of Centralised Units-

Churchgate Campus- Mrs. Usha Pawar
Juhu Campus- Shri. Sunil Ghuge
Pune Campus- Shri. Dilip More

Budgets of Non Centralised Units-

Churchgate Campus- Shri. Preetam Kokate
Juhu Campus- Mrs. Amruta Durgoli
Pune Campus- Shri. Ajay Zhavare

Budgets of colleges/department who will not submit above mentioned information will be not considered for consolidation.


(Mr. Vikas Desai)
Finance & Accounts Officer

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.
5. Director, Innovation, Incubation and Linkages

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.