

S.N.D.T.WOMEN'S UNIVERSITY

CHECKLIST FOR COMPLIANCES

Sr No.	Particulars	Period	Documents required
1.	Quarterly TDS Returns-Salary and Non Salary	Till 30 th June 2023	Copies of TDS Returns filed for FY 2022-23 and First Quarter FY 2023-24
2.	TDS Pending Notices	Till 31 st July 2023	From Traces Website- Yearwise details to be submitted
3.	Payment of GPF,CPF,DCPS	Till 31 st July 2023	Undertaking Enclosed to be submitted on monthly basis- Annexure A
4.	Declaration of Bank accounts		Undertaking Format Enclosed-Annexure B
5.	Declaration of Fixed Deposits	Till date	Undertaking Format Enclosed-Annexure C and Copies of the same
6.	Any Project Grants or other grants received directly	Till date	Undertaking Format Enclosed-Annexure D and Copies of the same
7.	Fees Collection through Fees Token		Undertaking Format Enclosed-Annexure E
8.	Bank Reconciliation Status	Till 31.07.2023	Undertaking Format Enclosed-Annexure F and Copy of the latest bank reconciliation settled
9.	Bank Statements and Fixed		Undertaking Format

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	Deposits Confirmation and Interest Certificates		Enclosed-Annexure G
10.	Fee Reconciliation Status		Undertaking Format Enclosed-Annexure H
11.	Books of Accounts Completion		Undertaking Format Enclosed-Annexure I
12.	Details of PAN and TAN		Undertaking Format Enclosed-Annexure J

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding payment of Statutory Deductions such GPF,CPF, DCPS

Sir

This is to declare that the _____(Institution Name) has cleared all the dues related to GPF,CPF and DCPS of the following employees working under me for the month/till date(for first declaration).

Name, Designation and Signature of the
Head of the Institution/Department
alongwith the stamp and date

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ANNEXURE B

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding Operational and Non Operational Bank Accounts

Sir

This is to declare that the _____(Institution Name) has following bank accounts in the name of the institution:-

Sr No.	Name of the Bank	Account Number	Type of Account(Savings/Current)	Whether Accounted for in the balance sheet

Name, Designation and Signature of the Head of the Institution/Department alongwith the stamp and date

**If any of the bank account is not included in the balance sheet then justification should be mentioned for the same.

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ANNEXURE C

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding Operational and Non Operational Fixed Deposits

Sir

This is to declare that the _____(Institution Name) has following fixed deposits in the name of the institution:-

Sr No.	Name of the Bank	Fixed Deposits Number	Period of Fixed Deposits	Whether Accounted for in the balance sheet	Whether Investment Module used in Unisuite
			Date of Investment	Maturity Date	

Name, Designation and Signature of the Head of the Institution/Department alongwith the stamp and date

**If any of the fixed deposit is not included in the balance sheet then justification should be mentioned for the same.

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ANNEXURE D

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding any grants received from outside agency

Sir

This is to declare that the _____(Institution Name) has following grants received in the name of the institution:-

Sr No.	Name of the Granting Agency	Amount Sanctioned	Year of Sanction and period of sanction	Status of Utilisation Certificate	Whether Accounted for in the balance sheet

Name, Designation and Signature of the Head of the Institution/Department alongwith the stamp and date

**If any of the grants is not included in the balance sheet then justification should be mentioned for the same.

UNDERTAKING

To,

The Finance and Accounts Officer

S.N.D.T.WOMEN'S UNIVERSITY

MUMBAI

Sub : Declaration regarding Online Fees Collection through Fees Token

Sir

This is to declare that the _____(Institution Name) collects the fees through online mode and through fees token. The following transactions are done in an offline mode and status of its accounting is enclosed

Name, Designation and Signature of the
Head of the Institution/Department
alongwith the stamp and date

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ANNEXURE F

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration of Status of Bank Reconciliations till 31.7.2023)First Declaration

Sir

This is to declare that the _____(Institution Name) the bank reconciliation status is given below:-

Sr No.	Name of the Bank	Account Number	Bank Reconciliation Status	Date of Settled Bank Reconciliation

Name, Designation and Signature of the Head of the Institution/Department alongwith the stamp and date

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration of Status of Bank Statements and Fixed Deposits Confirmation and Interest Certificate

Sir

This is to declare that the _____(Institution Name) the bank statements and fixed deposit confirmation and interest certificates is given below:-

Sr No.	Name of the Bank	Account Number	Copy of Bank Statements Available Till...

Sr No.	Name of the Bank	Fixed Deposit Number	Copy of Fixed Deposit Confirmation Available Till...	Copy of Fixed Deposit Interest Certificate Available Till...

Name, Designation and Signature of the Head of the Institution/Department alongwith the stamp and date

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding Completion of Fees Reconciliation

Sir

This is to declare that the _____(Institution Name) has completed the fees reconciliation till _____(date and year)

Name, Designation and Signature of the
Head of the Institution/Department
alongwith the stamp and date

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding Completion of Books of Accounts

Sir

This is to declare that the _____(Institution Name) has completed the books of accounts till _____(date and year)

Name, Designation and Signature of the
Head of the Institution/Department
alongwith the stamp and date

UNDERTAKING

To,
The Finance and Accounts Officer
S.N.D.T.WOMEN'S UNIVERSITY
MUMBAI

Sub : Declaration regarding PAN and TAN

Sir

This is to declare that the _____(Institution Name) has been using PAN (Details) since _____ and TAN (Details) since _____

Name, Designation and Signature of the
Head of the Institution/Department
alongwith the stamp and date