

S.N.D.T. Women's University

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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 लाईन्स,
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN
Website : sndt.ac.in

Ac/Finance/2023-24/159.

Date: 24.05.2023

CIRCULAR

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. : Inclusion of Details in Note sheet for Payments

Sir/Madam,

This is to inform you that any payments to be paid against any contracts entered into for a specific period then such while sending papers for approvals, contract period should be mentioned in the note sheet itself.

Any procurements/services availed more than once in a financial year then the details of the same has to be mentioned while processing the papers second time onwards (while taking administrative approval, financial approval or bill cum proforma)

(Mr Vikas Desai)
Finance and Accounts Officer
SNDT Women's University

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:-

Copy submitted for necessary action:-

1. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai - 400 049.
3. Dean of Faculties
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University,
5. All Administrative Departments at Churchgate, Juhu, Pune and Shrivardhan

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File