

SNDT Women's University

1, Nathibai Thackersey Road,
Mumbai 400 020

Phone: +91 22 2203 1879
Fax: +91 22 2201 8226



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग
मुंबई ४०० ०२०

Telegram: UNIWOMEN
Website: sndt.ac.in

Ac/Finance/2015-16/ 667

Date: 17-02-2016

C I R C U L A R

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.: Centralized Finance & Accounting System

Dear Sir/Madam,

For the purpose of use of mandatory Centralized Accounting software Uni-Suite of SNDT Women's University the Departments/Institutions/Colleges must follow the following norms :-

1. All the money (D.D. or Cash) received during the day should be deposited in the bank the next morning and the date of receipts should be on the same date when the amount is received by the Departments/Colleges and institutions.
2. No challan should be accepted. Amount should be accepted only in cash or D.D.
3. Any Cash or D.D. should not be accepted without receipt. Receipt should be issued immediately on receipt of Cash or D.D.
4. The University copy and the original copy of the receipts will be handed over to the party. Accounts Department copy will be for the Departments/Colleges/institutions. In case of refund of fees/deposit the University copy will be asked for and not the original copy.
5. From October 1, 2015, all the transactions must be entered in the Uni Suite software.
6. All the receipts will bear the signature of the Registrar and not of the Head of the Departments/Institutions/Colleges. Only initials of the person who is handling the accounts should be there below the printed signature of the Registrar.

Thanking you,

Ruby Ojha
17/2/16

(Prof. Ruby Ojha)

Finance and Accounts Officer
SNDT Women's University