

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

1, Nathibai Thackersey Road,  
New Marine Lines, Churchgate,  
MUMBAI - 400 020.

Phone : + 91 22 2203 1879  
Fax : + 91 22 2201 6226



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/ 971

Date: - 22-02-2024

**URGENT**

## **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

**Subject: - Appointment of Professional Consultant for Taxation related Matters and  
updaton of Fixed Asset Stock Register for the year 2023-24.**

Sir/Madam,

With reference to the above mentioned subject, this is to inform you that professional consultants have been appointed by the University for following work and fees shall be informed to you which need to be borne by the respective institutions. Hence the consultants which have been doing work till now should be stopped and all the data should be retrieved from them for the various filings handled by them.


Also specify the potential job description for the job and expected responsibilities and proposed payment terms once provided approval will be processed

1. Ms/ Jain V & Co  
Chartered Accountants  
B/708, Mangal Aarambh, R.M. Bhattad Road  
Korakendra, Borivali (w)  
MUMBAI - 400 092.  
Email id:- [parivesh@virenjain.com](mailto:parivesh@virenjain.com); [pariveshgupta96@gmail.com](mailto:pariveshgupta96@gmail.com)

This firm shall be handling following work:-

- a) Retainer ship for all taxation related consultancy & opinion
- b) Filing of Annual Income Tax return, Filing of Income Tax Appeals, Attending Income Tax Hearings/Assessments,
- c) Income Tax consultation at Institutions/Departments-Filing of Quarterly TDS Returns
- d) Audit/Certification of Project Financial Statements inclusive of project statement of Expenditure/Utilization Certificates based on Annual project Expenditure
- e) FCRA Audit & Annual Return Certification

This is for your information and further necessary action.

  
(Vikas Vinayak Desai)  
Finance and 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 Dean, Faculty of Humanities, 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
6. Director Physical Education and Sports
7. All Deputy Registrars, Assistant Registrars
8. University Engineer
9. Deputy Finance and Accounts Officer
10. Assistant Finance and Accounts Officer
11. Accountant
12. Asst. Dean of Students
13. Secretariats of Hon. Vice-Chancellor, Pro.Vice-Chancellor, Registrar, DOEE.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.