

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

1, Nathbai 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, न्यू मरिन लाईन,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN  
Website : sndt.ac.in

Finance & Accounts/2024-25/ 150

Date : - May 17, 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: - Revised Procedure for Receipt Collection in Various Forms.**

Sir/Madam,

All Departments are hereby informed that streamlining financial processes and ensuring transparency, we are implementing a revised procedure for receipt collection across all departments Effective immediately.

### **Please adhere to the following guidelines when receiving payments:**

It is imperative that contra entries are not to be passed in the Unisuite software for receipt collection such as Cash/Cheque/DD Received or Amount received by Real-Time Gross Settlement (RTGS) or National Electronic Funds Transfer (NEFT). Instead, all receipts should be entered directly into the bank module of the Unisuite software under the appropriate heads.

This revised procedure aims to enhance efficiency, reduce errors, and strengthen our financial reporting mechanisms. It is essential for all departments to strictly adhere to these guidelines to ensure uniformity and accuracy in financial transactions.

Also note that Unisuite Person shall provide training at the department level itself for changes in accounting entries

(Vilas D. Nandavadekar)

Finance and Accounts Officer (Addl. Charge)

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.