

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

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New Marine Lines, Churchgate,
MUMBAI - 400 020.

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Ac/Finance/2025-26/ 169



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

Date :- 05-06-2025

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

Reference :- Ac/Finance/2023-24/ dated 22-02-2024

Sub. :- Completion of Audit work for F.Y. 2023-24 and 2024-25.

Dear Sir/Madam,

In continuation to the above circular reference no.Ac/Finance/2023-24 dated 22-02-2024 regarding **Deadline for completing accounts writing, Internal Audit and Statutory Audit for the FY 2020-21, to FY 2023-24 and outsourcing assistance for accounting tasks (copy enclosed)**. This is to inform all Principals and Heads of Departments of institutions/colleges/departments under SNDT Women's University located at Churchgate, Juhu, Pune, Chandrapur and Shriwardhan campuses to instruct their respective accountants or personnel responsible for account-related work to complete the audit for the following financial years within the specified deadlines:

- **F.Y. 2024-25: On or before 30th June 2025**

For F.Y. 2023-24 respective Principals, HoD's, Directors should submit undertaking for completion of books of accounts alongwith Trial Balance and bank reconciliation to be submitted alongwith Administrative approval, Financial approval to be processed and if Finance and Accounts Department is satisfied only then these approvals will be processed.

Please note that failure to meet these deadlines will result in the withholding of **Administrative Approval**. Additionally, detailed information regarding account audit compliance must be submitted at the earliest.

In case of any issues or difficulties related to accounting or the audit process, you are advised to personally consult **Mr. Vikas Desai, Finance & Accounts Officer**.

Departments under **PM Usha** are exempt from this directive.

You are requested to strictly adhere to these guidelines and cooperate fully to ensure timely completion of the audit process.

This notice is issued for your information and necessary action.

(Vikas Vinayak Desai)
Finance & 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 Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai – 400 049.
3. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.
4. Prof. H.T. Jadhav, Dean, Faculty of Science & Technology
5. Prof. (Dr.) JEW0ayshree Shinde, Dean, Faculty of Interdisciplinary Studies (Addl. Charge)
6. Prof. Nilesh Thakre, Dean, Faculty of Humanities (Addl. Charge)
7. Prof. Jyothi Thakur, Dean, Faculty of Commerce & Management (Addl. Charge)

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section – Standing Order File.