

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

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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/ 964

Date: March 18, 2025

URGENT

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. - Mandatory Completion of Authority Details for Administrative and Financial Approval via Unisuite Software.

Dear Sir/Madam,

In reference to the weekly meeting on Finance and Accounts matters held on 12th March 2025, it was communicated that, to initiate the administrative and financial approval process via the Unisuite software, it is mandatory for all departments to complete the authority details as specified below.

Dept Code	Dept. Name	Authority Name	Authority Post	Is User ID created	UserID	User full Name	Email	Mob.
5001	SNDT women's university	Deputy Finance and Accounts Officer(SNDT)	Deputy Finance and Accounts Officer	Yes	Janhavi	Janhavi Bhole	dfao@sndt.ac.in	+91-----
5001	SNDT women's university	Asst. Finance and Accounts Officer (SNDT)	Asst. Finance and Accounts Officer	Yes	Varsha	Varsha Patel	afao@sndt.ac.in	+91-----
5001	SNDT women's university	Accountant university	Accountant university	Yes	Anushree	Anushree Dandekar	accounts@sndt.ac.in	+91-----

A Google Sheet has been prepared for this purpose. All departments are requested to fill in the required details by **21st March 2025**.

We kindly urge all concerned departments to ensure the **Signing Authority details of all staff members involved in the administrative and financial process are accurately entered and updated in the Google Sheet**, so that the same can be implemented in the Unisuite system, facilitating the smooth processing of approvals.


(Shri. Vikas Vinayak Desai)
Finance & Accounts Officer

Copy for Information:-

1. Hon. Vice Chancellor's Secretariat S.N.D.T women's University, Mumbai 400 020
2. Hon. Pro. Vice Chancellor's Secretariat S.N.D.T women's University, Mumbai 400 020
3. The Registrar, S.N.D.T women's University, Mumbai 400 020
4. The Director Board of Examination & Evaluation, S.N.D.T women's University, Mumbai 400 020
5. The Director, Knowledge Resource Centre, S.N.D.T women's University, Mumbai 400 020

Copy of Finance and Accounts Section Record:-

1. Finance and accounts Section - Standing order