

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

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श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यू मरिन लाईन्स,  
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN

Website : sndt.ac.in

Date : - 20<sup>th</sup> March 2025.

## URGENT

## CIRCULAR

To,

All Staff Members of Finance & Accounts Department  
Grants Section, S.P.P. Unit &  
Centralized Accounts Unit, Churchgate, Juhu and Pune Campuses  
S.N.D.T. Women's University  
Mumbai - 400 020.

### **Subject: Working on Public Holidays for Year-End Workload.**

This is to inform that all staff members of the Finance & Accounts Department, Grants Section, S.P.P. Unit, Centralized Accounts Churchgate Campus, Centralized Accounts Juhu Campus, and Pune Campuses (Permanent/Temporary) will be **working on the IV<sup>th</sup> Saturday, 22<sup>nd</sup> March 2025, and 31<sup>st</sup> March 2025 (Ramzan Id)** for the purpose of completing the year-end process for the financial year 2024-2025, ending on 31<sup>st</sup> March 2025.

No compliance of these instructions will be viewed seriously.

Expecting your kind co-operation for the same.

**Note: In consideration of the extra work on these public holidays, Class I to Class VI employees will be provided with compensatory off.**

  
(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. The Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.
4. The Director, Innovation, Incubation and Linkages

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section - Standing Order File.