

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

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MUMBAI - 400 020.

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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/ 943.

Date: March 10, 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

Sub: - Cash/Investment Verification as on 31st March 2025.

Dear Sir/Madam,

You are hereby requested to keep the following records ready for verification for Statutory Auditors i.e. M/s JLN US Company Chartered Accountants, who will visit your College/Department in the **Churchgate Campus on 31st March 2025, Juhu Campus on 01st April 2025 & Pune Campus on 29th March 2025 & 30th March 2025.** Virtually Shrivardhan & Chandrapur

All Cash Books & Petty Cash Book duly completed in all respects be closed on **29th March 2025 (Saturday)**. List of all Fixed Deposits be prepared & Cash Balance Certificate certified by concerned Principal/HoD also to be kept ready.

The investment confirmation certificate as on **31st March 2025** from respective bank & bank balance confirmation to be kept ready and Submitted to Auditors Before **03rd April 2025**.

It is mandatory to complete the said task on designated days or else this will not be undertaken later and this audit compliance further will have to be addressed by concerned Principal/HoD/Director.

You are requested to extend your full co-operation in this matter.

Thanking you,


Shri Vikas Vinayak Desai
Finance & Accounts Officer

C.C. to: - The Campus Incharge, Churchgate, Juhu and Pune for information