

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

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New Marine Lines, Churchgate,
MUMBAI - 400 020.

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A- Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

१, नाथीबाई ठाकरसी मार्ग, न्यु मरिन लाईन,
चर्चगेट, मुंबई - ४०० ०२०.

Telegram : UNIWOMEN
Website : sndt.ac.in

Finance&Accounts/2025-26/206

Date: - 01.07.2025

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 : Confirmation regarding surrender of old/individual PANs and mandatory use of University PAN for all KYCs.

- Reference :**
1. Resolution passed in the First Meeting of the Committee to Review and Manage Dormant/Inactive Bank Accounts held on 23.06.2025
 2. Circular Ac/Finance/2023-24/281 dated 29.06.2023

Subject: -Confirmation regarding surrender of old/individual PANs and mandatory use of University PAN for all KYCs.

Sir/Madam,

As per approved minutes of First Meeting of the Committee to Review and Manage Dormant/Inactive Bank Accounts Meeting held on 23.06.2025 following resolution have been passed.

RESOLUTION PASSED In First Meeting of the Committee To Review And Manage Dormant/Inactive Bank Accounts

"A circular will be issued requesting confirmation from all departments about surrender of old/individual PANs and also mentioning that KYCs to be done using University PAN only."

In light of the above resolution, all concerned departments and institutions are hereby requested to submit a written confirmation stating:

1. That any old/individual PAN cards previously used for financial or banking purposes have been surrendered.

AND

2. That henceforth, all Know Your Customer (KYC) documentation shall be processed using the Permanent Account Number (PAN) of S.N.D.T. Women's University **[AACTS2211D]** only.

The above confirmation must be submitted to the Finance & Accounts Section by 8th July 2025 without fail along with the undertaking enclosed.


(Vikas Vinayak Desai)
Finance and Accounts Officer

Encl: Copy of the Permanent Account Number (PAN) of S.N.D.T. Women's University [AACTS2211D]

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.