

Finance&Accounts/2025-26/256

Date: - 14.07.2026

URGENT

CIRCULAR

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

Subject: Discipline to be followed for meetings related to the Finance & Accounts Department and meetings convened by the Finance & Accounts Officer.

It has been observed that in the meetings convened by the Finance & Accounts Officer or any other meetings scheduled by the Finance & Accounts Department, some Officers/employees do not attend the meetings on time and, in certain cases, fail to intimate regarding their delayed arrival.

It is hereby informed that the meeting schedule or official communication issued by the Finance & Accounts Officer shall be treated as the final and sufficient intimation for attending the meeting. **No separate reminder or further invitation will be issued** to any officer/employee.

In order to ensure discipline and the smooth conduct of Official meetings, all officers and staff members are hereby directed to strictly adhere to the following instructions:

1. All officers and staff members shall report to the meeting venue at least **5 minutes before** the scheduled meeting time. Punctual attendance at all meetings is mandatory.
2. If, due to unavoidable or emergency circumstances, an officer or staff member is unable to attend or is likely to be delayed, prior intimation shall be given to the Finance & Accounts Officer or the Secretariate of FAO.
3. No leave shall be granted on the day of a scheduled meeting. Leave shall be considered only in cases of genuine emergency or unavoidable circumstances and only with the prior approval of the Finance & Accounts Officer.
4. **Failure to attend a scheduled meeting without prior intimation or valid reason shall be viewed seriously and may invite appropriate administrative action.**

All concerned are directed to comply with the above instructions strictly.

This circular shall come into force with immediate effect.


(Vikas Vinayak Desai)
Finance and Accounts Officer

Copy submitted to:-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai - 400 020.
2. The Registrar, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section Record: -

1. Finance & Accounts Section - Standing Order File.