

Finance&Accounts/2026-27/ 307

Date: - 01.08.2026

URGENT

C I R C U L A R

To,

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

Subject : Leave record approvals

Sir/Madam,

It has been observed that certain staff members of the Finance & Accounts Department (Permanent/Temporary) are proceeding on leave without obtaining prior sanction, which causes inconvenience in the smooth functioning of the Department.

Accordingly, it is hereby directed that no supervisory officer shall grant or recommend leave to any staff member working under his/her direct control without obtaining the prior approval of the Finance & Accounts Officer. All leave applications of staff working under the Assistant Registrar (SPP), Assistant Finance & Accounts Officers, and Accountants shall first be routed through the respective immediate reporting officer.

Thereafter, the leave application shall be forwarded to the Dy. Finance & Accounts Officer for verification and record, and finally submitted to the Finance & Accounts Officer for mandatory approval.

This circular is issued for your information and necessary action.


(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. Registrar, S.N.D.T. Women's University, Mumbai - 400 020.

Copy for Finance & Accounts Section Record:

1. Finance & Accounts Section - Standing Order File.