



Finance & Accounts/2026-27/241

Date: 09.07.2026

URGENT

C I R C U L A R

To,

1. All Principals of the Colleges conducted by S.N.D.T. Women's University.
2. All Directors/Heads/Co-ordinators/In-Charge of the University Departments at Churchgate, Juhu, and Pune Campuses.

Subject: Submission of Bank Account and Fixed Deposit Details through Google Sheet for Forensic Audit of S.N.D.T. Women's University for the Financial Years 2021-22 to 2025-26.

Sir/Madam,

With reference to Government communications bearing No. उशिंस/विशी-२/विद्यापीठ/ऑडिट/ई-२८४११४९ dated 22.05.2026 and Letter No. संकीर्ण-२०२६/ई-१६२४०६३/विशि-२ dated 22.05.2026, M/s Choice Consultancy Services Private Limited has been appointed by the Government of Maharashtra to conduct the Forensic Audit of S.N.D.T. Women's University for the Financial Years 2021-22 to 2025-26.

An Entry Meeting with the University Officers and the Audit Team was held on 30.05.2026, and the forensic audit has commenced with effect from the same date.

As per the requirements of the Forensic Auditors, all University Departments/Institutions are required to furnish complete details of all Bank Accounts and Fixed Deposits maintained by their respective units as on 31stMarch 2022, 31stMarch 2023, 31stMarch 2024, 31stMarch 2025, and 31stMarch 2026.

The following information is required:

1. Bank Accounts

- Bank Name
- Account Number
- IFSC Code
- Closing Balance as on:
 - 31.03.2022
 - 31.03.2023
 - 31.03.2024
 - 31.03.2025
 - 31.03.2026

2. Fixed / Term Deposits

- FD Receipt Number
- Tenure
- Rate of Interest (ROI)
- Principal Amount
- Accrued Interest
- Maturity Date
- Details of any Lien/Pledge, if applicable

3. Credit Facilities / Loans / Overdrafts (if any)

- Account Number
- Nature of Facility
- Sanctioned Limit
- Outstanding Balance
- Details of Primary and Collateral Securities

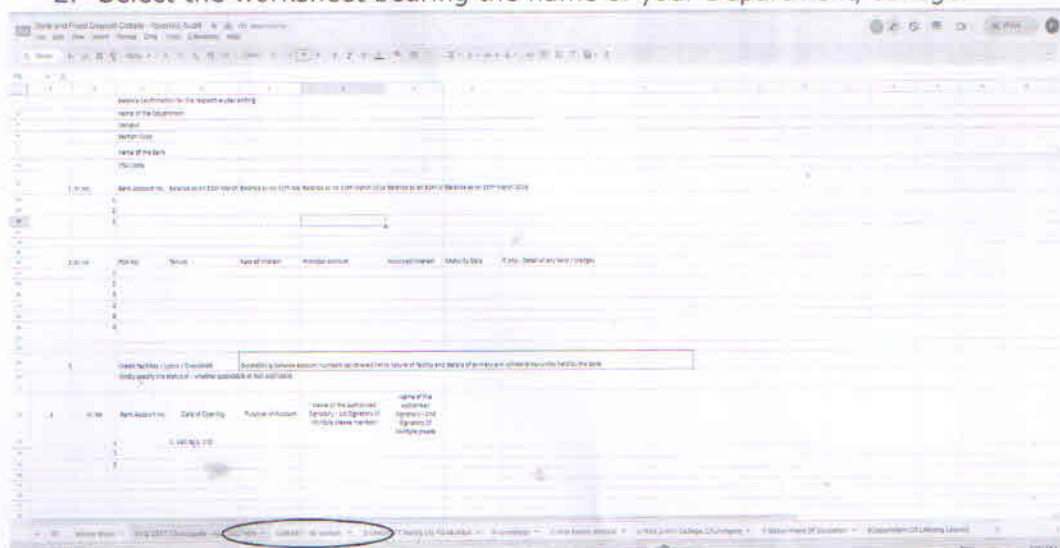
4. Authorized Signatories

- Bank Account Number
- Name(s) of Authorized Signatory(ies)
- Mode of Operation/Signing Mandate

A Google Sheet containing separate worksheets for each Department/College has been prepared for data collection.

You are requested to:

1. Open the Google Sheet using the link provided in email.
2. Select the worksheet bearing the name of your Department/College.



3. Enter all the required information accurately and completely.
4. After updating your departmental worksheet, update the "Master Sheet" by marking the Status column as "Updated".

Bank and Fixed Deposit Details - Forensic Audit

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C15 Department Of Applied Linguistics, Churchgate, Mumbai (Department of Language Teaching)

Campus	Department Name	Section code	Status
Churchgate	Department Of Psychology	362	Not yet Updated
Churchgate	Department Of Psychology-Counselling	5026	Not yet Updated
Churchgate	Department Of Political Science	361	Not yet Updated
Churchgate	Department Of Economics	378	Not yet Updated
Churchgate	Department Of Sociology	383	Not yet Updated
Churchgate	Department Of Hindi	375	Not yet Updated
Churchgate	Department Of Commerce	379	Not yet Updated
Churchgate	Department Of Drawing and Painting	384	Not yet Updated
Churchgate	Department Of Marathi	376	Not yet Updated
Churchgate	Department Of History	380	Not yet Updated
Churchgate	Department Of Gujarati	374	Not yet Updated
Churchgate	Department Of English	373	Not yet Updated
Churchgate	Department Of Music	385	Not yet Updated
Churchgate	Department Of Applied Linguistics, Churchgate, Mumbai (Department of Language Teaching)	78	Not yet Updated
Churchgate	Department Of Sanskrit	377	Not yet Updated
Churchgate	Department Of PGSR	5058	Not yet Updated

Master Sheet 1 PG DEPT Churchgate - ALL SECTION LIBRARY - all section 2-Leetlibel T Nursing UOPPG Mumbai

The above information is required on an urgent basis for submission to the Forensic Auditors. Therefore, all concerned are requested to ensure that the required details are updated in the Google Sheet on or before 10.07.2026.



(Vikas Vinayak Desai)
Finance & Accounts Officer

Copy for information:

1. Hon'ble Vice-Chancellor's, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon'ble Pro Vice-Chancellor's, 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:

- Finance & Accounts Section – Standing Order File.