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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.
Website : sndt.ac.in

Finance&Accounts/2026-27/183 Date: - 19.06.2026

URGENT

CIRCULAR

To,

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

Subject: Submission of Fixed Asset Verification Certificate and Details of Additions to Fixed Assets

Sir/Madam,

With reference to the Finance & Accounts Committee Meeting held on 04.06.2026, vide Agenda Item No. **M1 – "To examine and consider the Consolidated Audited Financial Statements for the year 2023-24 along with the Audit Report, Notes to Accounts, and Significant Accounting Policies for recommendation to the Management Council,"** a discussion was held regarding the status of the Fixed Asset Register.

It was noted that the physical verification and tagging of movable and immovable assets had been completed campus-wise by **M/s Ratan Chandak & Co. LLP**, the Professional Consultant appointed for preparation of the Fixed Asset Register for FY 2023-24. Subsequently, the consultants shared the relevant Excel sheets with all Departments/Colleges for confirmation. However, confirmations from several Departments/Colleges are still awaited, resulting in a delay in finalizing the Fixed Asset Register.

In view of the above and to facilitate the updating of the Fixed Asset Register, all Departments/Colleges are requested to furnish the following documents, duly certified by the concerned Head of Department/Principal:

1. **Certificate of Physical Verification of Fixed Assets** as on 31st March of every financial year.

2. **Statement of Additions to Fixed Assets** made during the financial year, indicating:

    - Asset Code
    - Asset Description
    - Date Put to Use
    - Opening Quantity as on 1st April
    - Additions during the Year
    - Quantity Received through Transfer (if any)
    - Total Quantity Available during the Year

- Quantity Disposed/Sold during the Year
- Quantity Written Off/Scrapped during the Year
- Quantity Transferred Out (if any)
- Closing Quantity as on 31st March
- Useful Life
- Cost of Asset
- Accumulated Depreciation (where applicable)
- Net Book Value as on 31st March

The asset details submitted by the Department/College shall be maintained on a cumulative basis from year to year. Accordingly, the opening quantity of each asset category for the current financial year shall agree with the closing quantity reported in the previous financial year.

Any reduction in quantity due to sale, disposal, condemnation, scrapping, write-off, transfer or loss of assets shall be separately disclosed with reference to the approval of the competent authority and supporting records.

The closing quantity certified as on 31st March shall form the opening quantity for the subsequent financial year and shall be subject to physical verification and reconciliation with the University's Fixed Asset Register.

The Head of Department/Principal shall certify that the quantities reported have been physically verified and reconciled with departmental records. Any discrepancy, shortage, excess, disposal, scrapping or transfer of assets shall be specifically reported along with reasons and approval details.

Failure to report asset movements correctly may result in discrepancies in the University's Fixed Asset Register and audit observations by Statutory Auditors, AG/CAG Auditors or other regulatory authorities.

(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.