



Finance&Accounts/2026-27/308

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 : Submission of monthly work report as per hierarchy

Sir/Madam,

This is to inform you that it has been decided that all employees shall submit their monthly work reports through the prescribed reporting hierarchy.

Accordingly, every employee shall submit the monthly work report addressed to the Finance & Accounts Officer through the appropriate reporting authority on or before the 5th of every month.

All concerned employees (Permanent/Temporary) are hereby directed to take note of the following reporting hierarchy:

1. Dy. Finance & Accounts Officer shall submit the monthly work report to the Finance & Accounts Officer.
2. Assistant Finance & Accounts Officers, Assistant Registrar (SPP), and Accountants shall submit their monthly work reports to the Dy. Finance & Accounts Officer.
3. Staff working under the Assistant Finance & Accounts Officers, Assistant Registrar (SPP), and Accountants shall submit their monthly work reports to their respective immediate reporting officer.

All concerned employees (Permanent/Temporary) are requested to ensure strict compliance with the above instructions.

This 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.