



Finance&Accounts/2025-26/741

Date: - 13.03.2026

**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: Working on holidays for completion of Financial Year 2025-26 closing work.**

This is to inform that all staff members of the Finance & Accounts Department, S.P.P. Unit, Grants Section, Centralized Accounts (Juhu Campus), Centralized Accounts (Churchgate Campus) and Pune Campuses (Temporary/Permanent) are required to attend office for completion of the Financial Year closing work for the year ending 31st March, 2026.

Accordingly, all concerned staff members shall remain present and work on the following days which are declared holidays:

- 26.03.2026 (Thursday) - Shri Ram Navami
- 28.03.2026 (Non-Working Saturday)
- 31.03.2026 (Tuesday) - Mahavir Jayanti

The staff members (Class I to Class IV) who attend office on the above-mentioned holidays will be eligible to avail **Compensatory Off (Comp Off)** as per the University rules with prior approval of the competent authority.

Non-compliance of these instructions will be viewed seriously.

Your kind cooperation in ensuring timely completion of the financial year-end work is expected.

  
(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.