

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.

CITIZEN'S CHARTER

Name of the Office	Services provided by the Office	Time limit for providing the services after submission of requisite details	Names of the Officer and staff providing services	Name and contact number of the Appellate Officer to whom complaint can be made in case service is not provided to a citizen
The Finance and Accounts Officer's Office				
The Finance and Accounts Officer SNDT Women's University, Mumbai	1. Inward of All References / Bill cum Vouchers / Administrative / Financial Approval Proposals etc	<ul style="list-style-type: none"> • Same Day Entry in the respective Registers & distribution. • Providing & obtaining of acknowledgement 	<ul style="list-style-type: none"> • Mr. Namdev Manchekar • Ms. Anushree Dandekar 	Ms. Varsha Sawant Asst. Finance & Accounts Officer Tel. No.:022-22074930 Head of Department Mr. Virendra Jadhavrao Finance & Accounts Officer Tel No.: 022-22071418
	2. Disposal of Proposals for Administrative / Financial Approval.	<ul style="list-style-type: none"> • Three Working Days 	<ul style="list-style-type: none"> • Ms. Purnima Bansal • Ms. Anushree Dandekar 	
	3. Personal Claims of Employees like Travelling Allowance / CPF / Medical Bills etc.	<ul style="list-style-type: none"> • Two Working Days 	<ul style="list-style-type: none"> • Ms. Purnima Bansal • Ms. Anushree Dandekar 	
	4. Travelling Allowance Claim of Officials / Invitees for Meetings.	<ul style="list-style-type: none"> • Same Working Day 	<ul style="list-style-type: none"> • Ms. Purnima Bansal • Ms. Anushree Dandekar 	
	5. All the Electricity Bills, Telephone Bills, custom Bills, Urgent Bills etc.	<ul style="list-style-type: none"> • Same Working Day 	<ul style="list-style-type: none"> • Ms. Anjani Borwankar • Ms. Anushree Dandekar 	
	6. Drawal & Issuance of Cheques for all passed bills.	<ul style="list-style-type: none"> • Same Working Day 	<ul style="list-style-type: none"> • Ms. Anjani Borwankar • Ms. Archana Gurav • Ms. Anushree Dandekar 	
	7. Cancellation of periodical Time Barred Cheques & intimation to the bank for Stop Payment.	<ul style="list-style-type: none"> • With in three working days from the date of Cheque becoming Time barred 	<ul style="list-style-type: none"> • Ms. Archana Gurav • Mr. B. Mohanan • Ms. Anushree Dandekar 	
	8. Receipt & Payment & Bank Reconciliation Statement.	<ul style="list-style-type: none"> • By 5th of Every Month 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	
	9. Remittances to the Institutions.	<ul style="list-style-type: none"> • By 5th & 20th of Every Month 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	
	10. Preparation of Monthly Trial Balance.	<ul style="list-style-type: none"> • By 15th of Every Month 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	

	11. Monitoring of Disposal of Time bound Work, Cash Flow, Review of the Bank Balances for Investment Proposals & MIS Reporting	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	
	12. Investment Proposals.	<ul style="list-style-type: none"> • Two Days before the Date of Investment 	<ul style="list-style-type: none"> • Ms. Premlata Gangan • Ms. Anushree Dandekar 	
	13. Submission of References & Files pertaining to the Finance & Accounts Section.	<ul style="list-style-type: none"> • On the same Day in person 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	
	14. Resolution of Queries or Difficulties.	<ul style="list-style-type: none"> • On the same Day in person 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar 	
	15. Disposal of References	<ul style="list-style-type: none"> • Within Seven Working Days for general References & Two working Days for Government References 	<ul style="list-style-type: none"> • Ms. Anushree Dandekar • Ms. Varsha Sawant Asst. Finance & Accounts Officer 	