

University of Mumbai



No.AD/Gr.II/Cash /RO/ 31 of 2016
Date: 16th March, 2016

CIRCULAR

**Sub: Fidelity Guarantee Insurance Scheme covering persons handling Valuable-2016.
Information regarding valuable viz. cash/stores 2016.**

It is requested that the information regarding the names of employees who are responsible for handling valuable viz. cash/stores to be covered under Fidelity Guarantee Insurance Scheme for the year 2016 may kindly be furnished to this office in the accompanying proforma on or before 31st March, 2016.

The information called for should be restricted only to permanent/ continuous temporary basis employees who are responsible for handling valuable viz. cash/stores amounting to more than Rs. 10,000/- on any one occasion. The name of substitute who may have to work during period of absence or leave etc., of person of one substitute only should be mentioned.

Mumbai – 400 032.


FINANCE & ACCOUNTS OFFICER

To:

The Director/Heads of University Departments/Centres and Wardens of all Hostels.

Copy to :

- 1) The Controller of Printing & Stationery
- 2) The University Librarian
- 3) The Director, Garware Institute of Career Education & Development
- 4) The Director, Institute of Distance Education
- 5) The Director, Department of Lifelong Learning & Extension
- 6) The Director, Student's Welfare
- 7) The Head, Hindustan Classical Music Centre
- 8) The Director, Academic Staff College, Kalina
- 9) The Principal, Sir J. J. College of Architecture

Copy to:

- 1) The Deputy Registrars
- 2) The University Engineer
- 3) The Assistant Registrars
- 4) The Superintendent, Marks & Certificate Section.
- 5) The Superintendent, Eligibility & Migration Section
- 6) The Superintendent, Enrolment Section
- 7) The Superintendent, Publication Section.
- 8) The Assistant Registrar, Sport
- 9) The Assistant Registrar, Sub-Centre, Ratnagiri.

for information & necessary action.

Statement showing the name of employees who are to be covered under Fidelity Guarantee Insurance Scheme for the year 2016-2017.

Sr. No.	Name of the employees	Designation	Maximum Amt. handled on any one occasion	Remarks
a)	Name of persons who are responsible for Handling valuable viz. Cash/Stores			
b)	Name of persons who may have to work during the absence on leave of persons menti-oned at (a) above			

Director/ Head Department
Warden/ Superintendent

University of Mumbai



No.AD/Gr.II/Cash /RO/FAO/ICC/2015-16/30 of 2016
Mumbai-400 032.
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CIRCULAR

As the office of the University will remain closed to the public for money transaction on Thursday the 31th March, 2016, on account of the yearly closing, it is hereby informed that there will not be any cash transactions on that day for the public.

However, refund of unspent balance from the Imprest, Petty cash advances as intimated vide this office circular No.AD/IA/Audit/155 of 2016 dated March, 2016, will be accepted on that date.

FINANCE & ACCOUNTS OFFICER

To –

The Director/Heads of University Departments/Centres and Wardens of all University Hostels.

Copy to :

- 1) All the deputy Registrars & Assistant Registrars
- 2) The controller, Printing & Stationery, University Press
- 3) Garden Superintendent, Vidyanagari Campus.
- 4) The Cashier, Accounts Section, Registrar's Office.
- 5) The Cashier, Accounts Section, Vidyanagari.
- 6) The Asstt. Cashiers, Accounts Section, Fort & Kalina Campus.
- 7) The Superintendent, Despatch Section,
- 8) The Asstt. Registrar (Sport)
- 9) The Director, Student's Welfare.
- 10) The Superintendent, Publication Section.
- 11) The Superintendent, Exam. Section & Marks & Certificate Section.

for information and necessary action.

Copy to:

- 1) The Dy. Registrar (F & A) at Vidyanagri.
- 2) The Chief Accountant.
- 3) The Asstt. Registrars (F & A)
- 4) The Deputy Accountants & Asstt. Accountants.