

University of Mumbai



REMINDER - I

No.AD/IA/Co-ord./bud/ 329/ 2020
Mumbai – 400 032,
Date: 3rd December, 2020

CIRCULAR :

*Subject: - Revised Estimates for the year 2020-2021
Budget Estimates for the year 2021-2022.*

*Reference:-Circular No.AD/IA/Co-ord./ 285/2020
date:15th October, 2020*

With reference to the above referred Circular No.AD/IA/Co-ord./285/2020 dated. 15th October, 2020 this is a gentle reminder to all the Directors and Heads of Departments/Institutes/Sections with request to arrange to prepare the Draft Revised Estimates for the year 2020-2021 and the Draft Budget Estimates for the year 2021-2022 for their Department/Section and furnish a copy thereof to the Assistant Registrar (F & A.) Internal Audit, on or before **17th December, 2020.** **In order to present the Revised Estimate for the year 2020-2021 and Budget Estimate for the year 2021-2022 before the Senate in time. Please follow the deadline strictly.**

Please make a note of the following important points while preparing the Budget Estimates :-

- a) Supplementary Grants proposed by the Sections/Departments, if any, and sanctioned by the Management Council and the Senate, so also proposals of Re-appropriations, if any, recommended by Finance & Accounts Committee and approved by Management Council are to be included in the Revised Budget Estimates for the year 2020-2021 (Column No.4)

As per suggestion of the co-ordination committee and accepted by the Management Council the following Budget Heads be included in Budget for the year 2020-2021.

1. Actuals Receipt & Payment upto 31st October, 2019.
2. Separate Provision for
Telephone – (A) 'O' Dial
(B) Direct Line
3. Electricity – (A) Department wise
4. Overtime – Approved Staff
5. Insurance & Taxes
 1. University Vehicles
 2. Land & Building
 3. Equipments – (I) Department
(II) R.O.
6. Non-Recurring Accounts
 1. Land & Building
 3. Equipments } Department
- b) Explanatory notes with details to be printed and forming part of the Budget Estimates explaining the variations under the different Budget Heads may also be forwarded along with the Budget.
- c) Separate provisions should be made for :-
 - I) Purchase of Books under the Non-Recurring Head.
 - II) Purchase, Subscription of Journals, Magazines etc.,

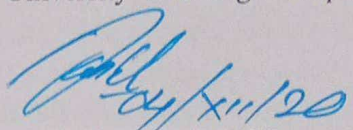
III) Telephone, Electricity under the head "Services".

IV) Printing, Stationery, Paper & Postage under the head

13. Printing, Stationery, Paper & Postage.

- d) While forwarding the draft Revised and Budget Estimates, it may kindly be ensured that no new proposals for expenditure are included unless the same are approved by the authorities.
- e) It is further stated that the budget provisions for repairs to buildings, construction of new buildings, compound wall etc., be made only after the approval by the Building & Works Committee. It is, therefore, requested to place such proposals, in consultation with University Engineers, before the Building & Works Committee well in advance, so as to include the same in the Budget Estimates under the Non-Recurring head "Land & Building".

The Directors, J. B. Institute of Management Studies, Alkesh Dinesh Mody Institute of Financial & Management Studies, Institute of Distance & Open Learning and Garware Institute of Career Education & Development are requested to make necessary provisions in their respective Budgets for the purposes of Municipal Taxes, Water and Drainage Taxes, Insurance, Major & Minor repairs to the building in their respective campuses. It may please be noted that such expenditure will not be met from the budget provisions of General Administration/ University Buildings/Campus Development Unit.


FINANCE & ACCOUNTS OFFICER

Copy for necessary action

- 1) The Head, University Department of Applied Psychology
- 2) The Co-ordinator, (A) Counselling Centre
- 3) The Head, University Department of Arabic
- 4) The I/c. Director, Alkesh Dinesh Mody Institute for Financial & Management Studies
- 5) The Director, Innovation Incubation and Linkages
- 6) The Director, Department of Adult & Continuing Education & Extension Services
- 7) The Head, Academy for Administrative Career
- 8) The Head, University Department of Bio-Technology
- 9) The Head, University Department of Bio-Physics
- 10) The Head, University Department of Civics & Politics
- 11) The Head, University Department of Chemistry
- 12) The Head, University Department of Computer Science
- 13) The Head, University Department of Commerce
- 14) The Head, Department of Communication & Journalism
- 15) The Director, University Department of Economics
- 16) The Head, University Department of English
- 17) The Head, University Department of Education
- 18) The Head, Department of Folk Arts (Lok Kala Academy)
- 19) The Head, University Department of French
- 20) The Head, University Department of German
- 21) The Head, University Department of Gujarati
- 22) The Head, University Department of Geography
- 23) The I/c. Director, Garware Institute of Career Education & Development
- 24) The Head, University Department of Hindi
- 25) The Head, University Department of History
- 26) The I/c. Director, Institute of Distance & Open Learning

- 27) The Head, Department of Information Technology
- 28) The I/c. Director, J.B. Institute of Management Studies
- 29) The Head, University Department of Kannada
- 30) The Head, University Department of Law
- 31) The I/c. University Librarian & Head of the University Department of Library & Information Science
- 32) The Head, University Department of Life Sciences
- 33) The Head, University Department of Linguistics
- 34) The Head, University Department of Marathi
- 35) The Head, University Department of Mathematics
- 36) The Head, University Department of Music
- 37) The Head, University Department of Persian
- 38) The Head, University Department of Philosophy
- 39) The Director, University Department of Physical Education
- 40) The Head, University Department of Physics
- 41) The Head, University Department of Pali
- 42) The Head, University Department of Russian
- 43) Rajiv Gandhi Centre for Contemporary Studies
- 44) The Head, University Department of Sanskrit
- 45) The Head, University Department of Sindhi
- 46) The Head, University Department of Sociology
- 47) The Head, University Department of Statistics
- 48) The Principal, Sir J.J. College of Architecture
- 49) The Head, Department of Theatre Arts (Academy of Theatre Arts)
- 50) The Head, University Department of Urdu
- 51) The Head, Women's Development Cell
- 52) The Director, Centre for African Studies
- 53) The Director, Centre for Central Eurasian Studies
- 54) The Head, Centre for Comparative Literature (Gurudev Tagore Chair)
- 55) The Director, Centre for Extra Mural Studies
- 56) The Director, University Computerization Centre
- 57) The Head, Dr. Ambedkar Centre for Social Justice
- 58) University of Mumbai's Times Centre for Disaster Management
- 59) Dinesh Mody Institute for Numismatics & Archaeology
- 60) The Co-ordinator, Phule - Ambedkar Chair
- 61) The Director, Center for Nano Science & Nano Technology
- 62) The Co-ordinator, Mahatma Gandhi Peace Centre
- 63) The Co-ordinator, University Health Centre
- 64) The Co-ordinator, FM.Community Radio
- 65) The Co-ordinator, University Of Mumbai – Department of Atomic Energy Centre for Excellence in Basic Sciences (UM-DAE-CBS)
- 66) N.U. Jain Institute of Career Education & Development
- 67) Maharashtra Adhyayan Kendra
- 68) Sub Centre at Thane
- 69) School of Engineering -Sub Centre at Kalyan
- 70) Shankarrao Chavan Training Academy
- 71) Vishwabhusan, Bharatratna Dr. Babasaheb Ambedkar College, Ambadave
- 72) Vijaylaxmi Vishwanath Dalvi College, Talere
- 73) Department of Oceanography (Sindhu Swadhyay)

- 74) The Head, University of Mumbai Law Academy
- 75) The Director, Confucius Institute
- 76) The Director, Chanakya International Institute of Leadership Studies
- 77) The Warden, Jugganath Sunkersett Hall
- 78) The Warden, International Students House
- 79) The Warden, Maharashtra Dhondo Keshav Karve Ladies Hostel, Vidyangari
- 80) The Warden, Savitribai Phule Ladies Hostel, Vidyanagari
- 81) The Warden, Karmaveer Bhaurao Patil Boys Hostel, Vidyanagari
- 82) The Warden, Pandita Ramabai Girls Hostel, Vidyanagari
- 83) The Director, Students Welfare & Cultural Activities
- 84) The Director, Sports Activities
- 85) The Co-ordinator, Sub-Centre at Ratnagiri
- 86) The Presiding Officer, College Tribunal
- 87) The Programme Co-ordinator, N.S.S. Unit
- 90) The Head, Prof. Bal Apte Centre for Studies in Student & Youth Movement
- 91) The Head, Honorable Shri. Balasaheb Thackeray Adhyasan

Copy for information & necessary action

- 1) The Registrar
- 2) The Director, Board of Examination of Evaluation
- 3) The Dean, Science & Technology
- 4) The Dean, Commerce & Management
- 5) The Dean, Humanities
- 6) The Dean, Interdisciplinary
- 7) The University Engineers (Fort & Vidyanagari Campuses)
- 8) The I/c. Controller of Printing & Stationery
- 9) Public Relation Officer cum Publicity Officer
- 10) All Deputy Registrars/All Assistant Registrar,
 - ix) Assistant Registrar, (General Administration)
 - x) Assistant Registrar, (Affiliation Section)
 - xi) Assistant Registrar, (Establishment Section)
 - xii) Assistant Registrar, (TAAS)
 - xiii) Assistant Registrar, (Development Unit)
 - xiv) Assistant Registrar, (Scholarship Section)
 - xv) Assistant Registrar, (Enrolment & Eligibility Section)
 - xvi) Assistant Registrar, (Marks & Certificate Section)
- 11) The Superintendent, Statistical Units
- 12) The Superintendent, Publications
- 13) The Secretary, University Information Bureau
- 14) The Garden Superintendent, Vidyanagari
- 15) The Deputy Registrar (F&A)
- 16) The Chief Accountant
- 17) The Assistant Registrar (F&A) I, II, III, IV, V, VI & VII
- 18) The Assistant Registrar (Salary)
- 19) The Assistant Registrar (F & A) (Internal Audit)
- 20) All Deputy Accountants

For information

- 1) Executive Secretary to Hon'ble Vice Chancellor
- 2) P. A. to Pro-Vice-Chancellor
- 3) P.A. to Registrar
- 4) P.A. to Finance & Accounts Officer