University of Mumbai

No.FAO/CC/2024-25
11/12/2024

CIRCULAR:-

The Directors / Heads of the University Department/ Centers/ Institutes, the Principal, Sir J. J. college of Architecture, the I/c Librarian, University Library, the Director, Board of Examinations and Evaluation, the Co-ordinator, Ratnagiri Sub Centre, the Co-ordinator, Thane Sub Centre, the Co-ordinator School of Engineering & Applied Science, Kalyan Sub Centre, the Co-ordinator, Sindhudurg Sub-Campus, all the Deputy Registrars, the I/c Controller., Printing & Stationery, the University Engineer, all the Assistant Registrars and the Officers in-charge of the different Sections/Units of the Registrar's are hereby informed that all payment will be made through RTGS/NEFT, except Petty Cash. All are hereby requested to submit their department's bills (of third party payment, Teachers payment etx.) along with the bank details of beneficiary, along with copy of cancelled cheque, as stated in the mandate form attached herewith. It is to further inform than on cash withdrawal U/S 194 N of the Income Tax act 1961 (TDS @ 5% to 20%) is deducts on any cash withdraw

FINANCE & ACCOUNTS OFFICER

11th December,2024

To,

The Directors/Heads of the University Departments/ Centres / Institutes.

The Principal, Sir J. J. College of Architecture,

The I/c. Librarian, University Library,

The Director, Board of Examinations and Evaluation

The Co-ordinator, Ratnagiri Sub Centre,

The Co-ordinator, Thane Sub Centre,

The Co-ordinator School of Engineering & Applied Science, Kalyan Sub Centre,

The Co-ordinator, Sindhudurg Sub-Center.

All the Deputy Registrars,

The Offg, Controller, Printing & Stationery,

The University Engineer,

All the Assistant Registrars and

The Officers in-charge of the different Sections/ Units of the Registrar's Office.

(B) Copy forwarded for information and necessary action to:-

1. The Deputy Registrar (F & A)
2. The Chief Accountant (F.& A.)
2. The Offg. Controller of Printing and Stationery, University Press.
3. The All Assistant Registrars/ Assistant Registrars (F. & A.)
4. The Security Officer.
5. The Assistant Security Officer.
6. The Garden Superintendent.
7. The Personal Assistants to (I) the Vice-Chancellor/ (II) the Pro-Vice Chancellor (iii) the I/c Registrar /(iv) the finance and Accounts Officer and (v) Director, Board of Examinations and Evaluation.

UNIVERSITY OF MUMBAI
MANDATE FORM

ELECTRONIC CLEARING SERVICES (CREDIT CLEARING)/
REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

*(Note :- Form fill in CAPITAL LETTER with Black Ink only & without any special character e.g. - / , " ( ) ' * ; etc)*

A. DETAIL OF ACCOUNT HOLDER :-

NAME OF ACCOUNT HOLDER

COMPLETE CONTACT ADDRESS

TELEPHONE NUMBER e_mail

B. BENEFICIARY'S BANK DEATAIL (Please Encolse Photocopy of Cancelled cheque)
BANK ACCOUNT INFORMATION FOR RECEIVING PAYMENT THROUGH RTGS/NEFT

1 BENEFICIARY NAME

2 NAME OF BANK & BRANCH ADDRESS

3 ACCOUNT No

4 PAN CARD No

6 IFSC CODE

7 A/c TYPE (SB/CA/CC)

8 MICR CODE

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

DATE

Signature of Beneficiary

Certified that the particular furnished above are correct as per our records

(Bank's Stamp)

Signature of Manager of the Bank

1. *In case your Bank Branch is presently not "RTGS enable" then upon its up gradation to "RTGS Enable" branch, please submit the information again in the above proforma to the Department at earliest*