

# University of Mumbai



No.AD/IA/Audit/238 of 2025,  
Mumbai – 400 032.  
21<sup>st</sup> March, 2025.

## CIRCULAR :

- 1) The Head, University Department of Applied Psychology
- 2) The Head, University Department of Arabic
- 3) The Director, Alkesh Dinesh Mody Institute for Financial & Management Studies
- 4) The Director, Board of College & University Development
- 5) The Director, Board of Life Long Learning & Extension
- 6) The Head, Academy for Administrative Career
- 7) The Head, University Department of Bio-Technology
- 8) The Head, University Department of Bio-Physics
- 9) The Head, University Department of Civics & Politics
- 10) The Head, University Department of Chemistry
- 11) The Co-ordinator, Chair of Gandhian Engineering
- 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 Co-ordinator, Shahir Amarshaikh Chair
- 20) The Head, University Department of French
- 21) The Head, University Department of German
- 22) The Head, University Department of Gujarati
- 23) The Head, University Department of Geography
- 24) The Director, Garware Institute of Career Education & Development
- 25) The Head, University Department of Hindi
- 26) The Head, University Department of History
- 27) The Director, Institute of Distance & Open Learning
- 28) The Head, Department of Information Technology
- 29) The Director, Jammalal Bajaj Institute of Management Studies
- 30) The Head, University Department of Kannada
- 31) The Head, University Department of Law
- 32) I/c. Librarian & Head, the University Department of Library and Information Science
- 33) The Head, University Department of Life Sciences

- 34) The Head, University Department of Linguistics
- 35) The Head, University Department of Marathi
- 36) The Head, University Department of Mathematics
- 37) The Head, University Department of Music
- 38) The Head, University Department of Persian
- 39) The Head, University Department of Philosophy
- 40) The Head, Department of Physical Education
- 41) The Head, University Department of Physics
- 42) The Co-ordinator, University Department of Pali
- 43) The Head, University Department of Russian
- 44) The Co-ordinator, Rajiv Gandhi Centre for Contemporary Centre
- 45) The Head, University Department of Sanskrit
- 46) The Head, University Department of Sindhi
- 47) The Head, University Department of Sociology
- 48) The Head, University Department of Statistics
- 49) The Principal, Sir J.J. College of Architecture
- 50) The Head, Department of Theatre Arts (Academy of Theatre Arts)
- 51) The Head, University Department of Urdu
- 52) The Head, Women's Development Cell
- 53) The Director, Centre for African Studies
- 54) The Director, Centre for Central Eurasian Studies
- 55) The Head, Centre for Comparative Literature (Gurudev Tagore Chair)
- 56) The Director, Centre for Extra Mural Studies
- 57) The Director, Department of Physical Education and Sports
- 58) The Director, University Computerization Centre
- 59) The Co-ordinator, Dr. Ambedkar Centre for Social Justice
- 60) The Co-ordinator, Counselling Centre
- 61) The Warden, Jugganath Sunkersett Hall
- 62) The Warden, International Students House
- 63) The Warden, Maharshi Dhondo Keshav Karve Ladies Hostel, Vidyanagari
- 64) The Warden, Savitribai Phule Ladies Hostel, Vidyanagari
- 65) The Warden, Karmavir Baurao Patil Boys Hostel, Vidyanagari
- 66) The Warden, Dr. Pandita Ramabai Girls Hostel, Vidyanagari
- 67) The Director, Students Welfare and Cultural Activities
- 68) The Director, Academic Staff College
- 69) The Co-ordinator, Ratnagiri Sub-Centre
- 70) The Presiding Officer, College Tribunal
- 71) The Programme Co-ordinator, N.S.S. Unit
- 72) The Co-ordinator, University of Mumbai's Times Centre for Disaster Management
- 73) The Co-ordinator, Dinesh Mody Institute for Numismatics and Archaeology
- 74) The Co-ordinator, Phule-Ambedkar Chair
- 75) The Co-ordinator, Centre for Nano Science and Nano Technology
- 76) The Co-ordinator, Mahatma Gandhi Peace Centre
- 77) The Co-ordinator, University Health Centre.

- 78) The Co-ordinator, FM Community Radio
- 79) The Co-ordinator, University of Mumbai's Department of Atomic Energy Centre for Excellence in Basic Science (UM-DAE-CBS)
- 80) The Co-ordinator, N. U. Jain Institute of Career Education & Development
- 81) The Co-ordinator, Maharashtra Adhyayan Kendra
- 82) The Co-ordinator, Campus at Thane
- 83) The Co-ordinator, School of Engineering – Sub Centre at Kalyan
- 84) The Co-ordinator, Shankarrao Chavan Training Academy
- 85) The Co-ordinator, Vishwabhushan, Bharatrantra Dr. Babasaheb Ambedkar College, Ambadave
- 86) The Co-ordinator, Vijayalaxmi Vishwanath Dalvi College, Talere
- 87) The Co-ordinator, Centre for Marine Studies (Sindhu Swadhyay)
- 88) The Co-ordinator, New Girls' Hostel
- 89) The Co-ordinator, Chanakya International Institute of Leadership Studies
- 90) The Director, Students Welfare & Cultural Activities
- 91) The Director, Sports Activities
- 92) The Co-ordinator, Sub-Centre at Ratnagiri
- 93) The Presiding Officer, College Tribunal
- 94) The Programme Co-ordinator, N.S.S. Unit
- 95) The Head, Prof. Bal Apte Centre for Studies in Student & Youth Movement
- 96) The Head, Honorable Shri. Balasaheb Thackeray Adhyasan
- 97) Centre for Excellence in Maritime Studies (CEMAS)
- 98) The Co-ordinator, Lokmanya Tilak Research & Study Centre
- 99) The Co-ordinator, School of International Relations & Strategic Studies (SIRSS)
- 100) The Co-ordinator, Centre for Hindu Philosophical Studies

Sir/Madam,


The Auditors will verify the Cash and Other Balances of the University on Saturday, the 29<sup>th</sup> March, 2025. The verification includes the Cash Balances on hand, if any, including those to the credit of the Students' Caution Money, Lockers & Other Deposits Accounts, Advances taken from this office, etc., and other balances such as Service and Other Stamps, Air and Inland Letters, Dollar Coupons etc., and the relevant Books of Accounts or Registers maintained in your office.

The verification work in respect of the Departments/Sections and Hostels in the Fort Campus area will be carried out in the Accounts Section (Room No.15, Ground Floor, East Wing) of the Fort Campus and in respect of Departments/ Sections and Hostels in the Vidyanagari Campus, will be carried out in the Accounts Section, Examination House, Vidyangari, on Saturday, the 29<sup>th</sup> March, 2025 at 10.30 a.m. onwards.

Further, copy of the statement of stamp and other balances duly certified by the Statutory Auditors, be submitted to the Assistant Registrar (Internal Audit), Fort.

In the circumstances, you are requested to instruct the persons concerned in your Department/Section to strictly adhere to the date, time and place stipulated in this circular.

Yours faithfully,

  
FINANCE & ACCOUNTS OFFICER

Copy forwarded to:-

- 1) Controller of Examination
- 2) Controller of Printing & Stationery
- 3) University Engineer
- 4) Deputy Registrar (GAD)
- 5) All Deputy Registrars
- 6) The Garden Superintendent
- 7) The Superintendent, Publications
- 8) The Secretary, University Information Bureau

for information and necessary action.

Copy to :-

- 1) The Deputy Registrar(F.& A.), Vidyanagari
- 2) The Chief Accountant
- 3) The Assistant Registrars(F.& A.) – I, II, III, IV, V, VI & VII
- 4) The Assistant Registrar (Salary)
- 5) The Assistant Registrar(Internal Audit)
- 6) Assistant Registrar(Administration)
- 7) The Deputy Accountants/Assistant Accountants

for information and necessary action.