

University of Mumbai



HAND DELIVERY

No.AD/IA/Audit/257/2020,
Mumbai – 400 032,
16th March, 2020.

CIRCULAR :

The Statutory Auditors of the University would be verifying the Cash and other balances of the Funds, Institutes, Departments, Hostels, Sub-Centres and Model Colleges of the University on the last day of financial year 2019-20. The verification includes the Cash Balances in hand, Petty Cash Advances taken from this office and other balances such as Service and Other Stamps, alongwith Petty Cash Register and Postage Register (Outward Register) maintained in your office.

The verification work in respect of the Sub-Centres and Model Colleges 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 Vidyangari Campus, will be carried out in the Accounts Section, Examination House, Vidyangari, on 31st March, 2020, 10.30 a.m. onwards.

Further, copy of the statement of stamp and 'NIL' Statement of Petty Cash duly certified by the Statutory Auditors should be submitted to the Assistant Registrar (Internal Audit), Fort.

In the circumstances, you are requested to instruct the persons concerned in your Funds, Institutes, Departments, Hostels, Sub-Centres and Model Colleges to strictly adhere to the date, time and place stipulated in this circular.


FINANCE & ACCOUNTS OFFICER

Copy for necessary action

- 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, Vishwabhusan, Bharatrantra Dr. Babasaheb Ambedkar College,
Ambadave
- 86) The Co-ordinator, Vijayalaxmi Vishwanath Dalvi College, Talere
- 87) The Co-ordinator, Department of Oceanography (Sindhu Swadhyay)
- 88) The Head, University of Mumbai Law Academy
- 89) The Head, Confucius Institute
- 90) The Head, Chanakya International Institute of Leadership Studies
- 91) The Head, Prof. Bal Apte Centre for Studies in Student & Youth Movement
- 92) The Head, Honorable Shri. Balasaheb Thackeray Adhyasan

Copy forwarded to:-

- 1) Controller of Examination
- 2) Controller of Printing & Stationery
- 3) University Engineer (Kalina)
- 4) University Engineer (Fort)
- 5) Deputy Registrar (GAD) (Kalina)
- 6) Deputy Registrar (GAD) (Fort)
- 7) Deputy Registrar, Eligibility & Migration Certificate Unit
- 8) Deputy Registrar, Enrollment Section
- 9) All Deputy Registrars
- 10) P. A. to Vice-Chancellor
- 11) P. A. to Pro-Vice-Chancellor
- 12) P. A. to Registrar

- 13) Security Officer (Fort/Kalina)
- 14) The Garden Superintendent
- 15) The Superintendent, Publications
- 16) The Superintendent, Despatch Unit (Kalina)
- 17) The Superintendent, Despatch Unit (Fort)
- 18) The Secretary, University Information Bureau

for information and necessary action.

Copy to :-

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

for information and necessary action.