

**BY HAND DELIVERY**

NO. AD/Gr.VI/MMS/ 03 /of 2013.

Mumbai – 400 032.

02<sup>nd</sup> July , 2013.

**CIRCULAR**

Subject: Prof. M. M. Sharma Endowment  
For welfare of the non-teaching staff of  
University of Mumbai for Medical and  
Education purpose except staff of  
University of Mumbai Institute of  
Chemical Technology.

The attention of the Directors/Heads of the University Departments/Centres, The Principal, Sir J. J. College of Architecture, The Librarian, University Library and the officers in charge of the different Sections/Units of University is hereby invited to the subject mentioned above. They are requested to inform the non-teaching staff working under them that the prescribed application forms for assistance from the endowment are available with the Assistant Registrar (F.&A.)- VI in Room No. 8, Fort Campus. The last date for submission of application for assistance is **17<sup>th</sup> August, 2013**. The applicant should submit the application alongwith the original requisite documents/bills, prescription, medical certificates etc. for medical purpose and for Education purpose the applicant should submit the original Tuition/Term Fee receipt, original bills for purchase of books, Notebooks and original Bonafide Certificate from School/College. **Incomplete forms will not be accepted.** The expenditure on medical ground and educational ground for the academic year **2012-2013** will be considered which may please be noted. The financial assistance for medical purpose will be given to self or only one dependent (dependent means spouse or dependent child). As regards the financial assistance for education, it will be sanctioned for **only one dependent child.**

It is therefore, requested that the contents of this Circular may please be brought to the notice of the members of the non-teaching staff working under your control.

  
**FINANCE & ACCOUNTS OFFICER**