

**UNIVERSITY OF MUMBAI**

**GENERAL ADMINISTRATION DEPARTMENT**

No.GAD/ICM/2014-15/919

16th DEC, 2014.

**CIRCULAR**

The Directors / Heads of the University Department / Centres,  
The Wardens of the University Hostels,  
The Librarian,  
The Principal, Sir J.J. College of Architecture.

**Sub. : To pay in cash instead of providing Umbrella  
to the menial staff of the Registrar's Office  
for the block of two years i.e:01.04.2014 to 31.03.2016.**

**Mesdames / Gentlemen,**

This is to inform you that, authority has decided to pay in cash instead of providing Umbrella to the Class IV (Male and Female) employees for the block of two years i.e. 01/04/2014 to 31/03/2016 after taking undertaking from the employees duly certified by the Head of the Section/Department (Specimen enclosed).

The details are as follows :-

Rate
Rs. 230/- + 5 % VAT = Rs. 242/-

In view of the above, you are therefore, requested kindly pay in cash directly after taking undertaking to the Class-IV (Male and Female) employees working in your Department under intimation to the General Administration Department, Room .No. 121, First Floor, M.G.-Road, Fort, Mumbai-400 032.

Mumbai - 400 032  
Date : 16 December, 2014

  
REGISTRAR

**(A) Copy forwarded for information to :-**

1) The Finance & Accounts Officer

**(B) Copy forwarded for information to:-**

1. The Chief Accountant,
2. The Deputy Registrar (F & A) Vidyanagari,
3. The Deputy Registrar (Administration), Vidyanagari,
4. The Assistant Registrar (Internal Audit),
5. The Assistant Registrar - III (F & A),
6. The Personal Assistant to the Vice-Chancellor,
7. The Personal Assistant to the Pro-Vice-Chancellor,
8. Personal Assistant to the Registrar.

  
REGISTRAR

