

UNIVERSITY OF MUMBAI

NO. FAO/ICC/2011-12/2
No. AD/Gr. II/Cash /R.O/ of 2012
Mumbai - 400 032.
Date: 14th March, 2012

CIRCULAR

**Sub: Fidelity Guarantee Insurance Scheme covering persons handling
Valuable-2012. Information regarding valuable viz. cash/stores 2012.**

It is requested that the information regarding the names of employees who are responsible for handling valuable viz. cash/stores to be covered under Fidelity Guarantee Insurance Scheme for the year 2012 may kindly be furnished to this office in the accompanying proforma on or before 31st March, 2012.

The information called for should be restricted only to permanent/ continuous temporary basis employees who are responsible for handling valuable viz. cash/stores amounting to more than Rs. 1,000/- on any one occasion. The name of substitute who may have to work during period of absence or leave etc., of person of one substitute only should be mentioned.

Mumbai - 400 032.


FINANCE & ACCOUNTS OFFICER

STATEMENT TO EMPLOYEES

Statement showing the name of employees who are to be covered under Fidelity Guarantee Insurance Scheme for the year 2012-2013.

Sr. No.	Name of the employees	Designation	Total Amt. of cash handled during the year	Maximum Amt. handled on any one occasion	Remarks
a)	Name of persons who are responsible for Handling valuable viz. Cash/Stores				
b)	Name of persons who may have to work during the absence or leave of person mentioned at (a) above				

Director/ Head Department
Warden/ Superintendent