No. FO/DEAS/2021 Dated: 11/02/2021

From

**The Finance Officer**

To

**All Heads of Depts/Schools/Centres/Offices**

Sir/Madam,

**Ref:** U O No.CUSAT/ Cash.A2/2163/2020 dated 24/09/2020

With reference to the above, the University has decided to implement the Online Fee Collection through “**Payment Gateway System”**. Steps are on for the process and as per item ‘7’ of the U.O, the Heads of Offices need to upload the “Collection Database”, based on the collections at their Departments.

To facilitate this action, a list of the items already proposed under this Database is attached.

All the Heads of Offices are requested to go through the attached list of items and any additional ‘Item of Collection’ proposed to be included, may please be mailed to cusatdeas@gmail.com, on or before 17th February 2021.

**Please treat the matter as very urgent.**

**Yours faithfully,**

**Sd/-**

**FINANCE OFFIER**