

CIRCULAR

Sub:- Internal inspections performed in Departments- Observations-Directions for the maintenance of essential records and registers-reg.

Ref :- U.O.No.IA &I/3/LFAC/2019 dated 16.12.2019

In compliance with the University Order cited, verification of registers and records have been carried out by the Internal inspection team of the University in the Academic Departments/Schools and Centres. Following are the major observations and suggestions of the inspection team.

1. Consolidated Cashbook.

Daily closing of cash book is not seen in some Departments. Consolidated cash book is not at all maintained in some Departments. Instead separate registers of receipt and payment of various accounts like DDF, PD account etc are maintained and the monthly re-conciliation is done. This points to the necessity of ensuring a consolidated cash book reflecting the actual cash balance of the Department at the end of the day, showing the grant total figures of Receipts and Payments under all accounts, which should be closed daily and with the monthly re-conciliation done. Such daily closings and monthly re-conciliation should be duly attested by the head of the Department.

2. Subsidiary Cash Books.

Subsidiary cash books and statements showing the receipts and payments w.r.t all the accounts including DDF, PD account, E-grants, PTA etc.. should be maintained in the proper format and the re-conciliation with the respective bank needs to be done at the end of the month. Bank scrolls need to be kept in order

3. Register of Receipts and Register of payments.

Registers showing the receipts and issue of cheques w.r.t all the accounts need to be maintained and the entries should be signed by the Assistant and the Section officer, which should be countersigned by the HOD, at least page wise, taken all the entries together. In the case of e-grants, separate registers should be maintained for Student fee, ABLC claim, amount received from Government , disbursement of amount etc..**Ensure that the closing balance of e-grants account is always zero.**

4. Remittance into bank and Cancellation of receipts

Remittance of the office collection in the respective bank account on the next working day is to be strictly ensured as any delay in remitting such collection is viewed as misappropriation of public money in audit point of view. Original receipts need to be retained along with the carbon copy while cancelling the receipts and the proper reason for the cancellation is to be mentioned on the original, which needs to be counter signed by the HOD.

5. Stamp Account Register

Stamp account register be maintained in such a way to find the present stock balance. The details of purchase of stamps and the new stock should be entered in the Register and the details of utilization must be entered properly and signed by the HOD.

6. CB Register

CB Register is to be maintained financial year wise with numbers showing the financial year as well (Eg.. CB. 1/2020-21, CB. 2/2020-21...). Voucher numbers of the CB should be mentioned along with each entry and their respective amounts and details should be written. Grand total of the CB should be written in figures and words. Each entry has to be signed by the Assistant, Section Officer and the HOD. **All types of the bills should be forwarded through the office of the Department concerned and the office copies of the bills and vouchers should be maintained properly for future reference.**

7. Appropriation Register.

Register of appropriation showing the allocation sanctioned under each budget head, cumulative expenditure after each CB or SR and the balance remaining, is to be maintained mandatorily.

8. Service Books

Utmost care should be taken while updating the service books. All details like leave accounts, pay fixation, grade, transfer etc.. are to be incorporated in the service book and each such entry to be signed by the HOD, affixing the designation seal of the Head of the Department.

9. Register of Advances (SR Register)

Many Departments are not maintaining the Register of Advances taken, in proper manner. Each entry of SR must contain the details of the Sanctioning U.O, budget head, amount of advance etc... The number and date of the adjustment CB must be mentioned in the Register along while settling the advances. When the intimation slip is received from the Audit section acknowledging the adjustment of advance, **the number and date of the intimation slip must be written against details of SR and should be rounded in red-ink**, indicating its settlement. In some Departments, it is observed that the word "Adjusted" is mentioned even before obtaining the adjustment slip from the Audit section. In such cases the mentioning must be **"Submitted the Adjustment CB (with its number and date)"**, in order not to have confusion at a later stage. Unless the details of adjustments are not received from the Audit section, no advance shall be treated or marked as "Adjusted".

10. Other Registers

Other registers like SB collect register (Collection through SB collect), e-grants register, fee collection register, semester fee DCB etc.. have to be maintained in the prescribed format, properly. Daily collection register must be maintained in all Departments. A register showing the withdrawal of amounts need to be maintained in the case of e-grants also. It is requested to maintain the Permanent

Advance Register and the related vouchers properly. Registers like stock register, Asset Register, etc... should be maintained properly, with the counter signature of the Head of the Department against each entry of receipt and issue of such items.

11. Vouchers.

All the vouchers related to the payments from PD, DDF , PTA account etc..need to be maintained with voucher numbers sequentially . Voucher numbers should be legibly written on the office copies as well.

12. Bank charges.

Bank charges to be recovered from bank, is to be shown as an item in bank re-conciliation statement. Earnest efforts to be taken to re-coup the same in next month itself. A format of the bank re-conciliation statement is attached herewith.

13. Fee collection

As far as possible, the fee collections should be made online mode.

14. Hostel Fee

The Hostel Office authorities shall intimate the details of fee collected through SB collect to all Departments on the 1st working day of succeeding month so as to examine the hostel fee collections and its re-conciliation at Department level.

The wholehearted co-operation of the Heads of the Departments, Principals of SOE & CUCEK, Director of KMSME and the Directors of the Schools/Centres , is solicited to ensure that the above suggestions are being observed in the Departments so that the Audit objections of the Kerala State Audit Department and the Accountant General can be reduced to a large extent.

Dr. K Ajitha *
Registrar

To

The Heads of Departments/Schools/Centres

The Principal, school of Engineering/Cochin University college of Engineering, Kuttanad & The Director, KM School of Marine Engineering.

The Joint Director, Kerala State Audit Department.

The Finance Officer

all Joint Registrars/Deputy Registrars/Assistant Registrars

PS to Vice-Chancellor/PS to the Pro-Vice-Chancellor/PA to Registrar

Day File/Stock file/ File copy

No. IA & I-III/LFAC/2019

(Internal Audit & Inspection wing)

KOCHI-22

Dated: 16.06.2020

CIRCULAR

Sub:- Essential records to be maintained in Departments- Statement of Re-conciliation of Bank Accounts-Modified format-issuing-reg.

Ref :- Circular No.IA & I-III/ LFAC/2019 dated 19.03.2020

The format to prepare the Statement of Re-conciliation of Bank accounts is modified and issued herewith. The format issued along with the circular referred may please be ignored . It is requested to ensure the monthly re-conciliation of all bank accounts in the modified format. It is also requested to adhere strictly to the directions issued vide the circular referred.

Sudheer M S *

Finance Officer

* This is a computer generated document. Hence no signature is required.

BANK RECONCILIATION STATEMENT AS ON

	Rs	Rs	
A)Balance as per bank book maintained by CUSAT		XXXX	
B)Add			
(1)Cheque issued by CUSAT, but not yet cleared by bank.	XXX		
(2)Interest credited by bank	XX	XXXX	
		XXXX	
C)Less			
(1)Cheque deposited by CUSAT, but not yet credited by bank.	XXX		
(2)Bank charges debited by bank	XX	XXXX	
D)Balance as per Bank statement received from bank		XXXX	