

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



No. ACCTS1/A4/GST(PF)

Dated: 16.11.2020

CIRCULAR

Sub:- Purchase Details - reg

Ref :- Letter dtd 22.07.2020

The details of Purchases of all Departments/Sections/ Schools/Centres, are required for the GST filing of CUSAT as well as for claiming Input Tax Credit (ITC).

In this context, all the Heads of Departments/Sections, Principals/Directors of Schools/Centres are requested to take necessary steps to provide the **details of all the purchases of their respective departments / sections** from **1st April 2020 onwards**, in the attached Excel format to the following email ids on monthly basis, on or before 10th of every succeeding month. Details for the period from 01.04.2020 to 31.10.2020 may be forwarded on or before 30.11.2020.

The excel format is also available in the downloads section of our official finance website <http://finance.cusat.ac.in/index.php>

Hard copies of the same need not be send to this office until further orders.

e-mail ids

1. araccounts@cusat.ac.in
2. cusataccts1@gmail.com

Please treat this matter as **MOST URGENT.**

Sudheer M S *
Finance Officer

Finance Officer

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