COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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

No. ACCTS1/A4/GST(PF)

KOCHI-22
Dated: 03.03.2022

CIRCULAR

Sub:- 3rd Reminder - GST - Marking of Purchase and Sales/Service rendered data in Double Entry Accounting System (DEAS) software - reg.

Ref :- 1. Circular No. ACCTS1/A4/GST(PF) dated 15.01.2022
2. Circular No. ACCTS1/A4/GST(PF) dated 08.10.2021
3. Circular No. ACCTS1/A4/GST(PF) dated 06.04.2021

With reference to the above, this is the **third reminder** to comply the entry of invoice (both sales and purchase) in DEAS Software without any delay or errors.

It has been found that many departments/centres are **still not recording** the sales/purchase invoices in the DEAS software. Details of the purchase/sales entry in the DEAS software recorded by the Departments/sections/schools till **01.03.2022** are attached with this circular.

All the Heads of Department, Centres are therefore informed to monitor the purchase/sales bill entry in the DEAS software and make sure that all pending entries should be completed **on or before April 04, 2022**. Entries of purchase/sales invoices should be done from **April 2021 onwards**. The entries should be done on a **daily basis** through the following link.

http://deas.cusat.ac.in/cusat/university/home/login.php - University Suite > Seat Name > GST Entry.

These details are essential for claiming the Input Tax Credit to the university and in the GST audit point of view.

Kindly consider the matter as most urgent. Utmost care should be taken to avoid the duplication/omission of invoices.

Sudheer M S *
Finance Officer

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

Sl. No	Departments/Schools/Centres	Purchase Bill entry	Sales Bill entry
1	Advanced Centre for Atmospheric Radar Research (ACARR)	0	1
2	Centre for Advanced Materials	0	0
3	Centre for Budget Studies	44	0
4	CIRM	15	0
5	Centre for Innovation Technology Transfer and Industrial Collaboration (CITTIC)	0	0
6	Centre For Integrated Studies	3	0
7	Centre for Science in Society (C-SiS)	136	0
8	Centre for the study of Social Exclusion and Inclusive Policy	0	0
9	Cochin University College of Engineering, Kuttanad	0	0
10	CUSAT - NCPOR Centre for Polar Science (CNCPS)	0	0
11	DDU Kaushal Kendra	51	0
12	Department of Applied Chemistry	85	0
13	Department of Applied Economics	0	0
14	Department of Atmospheric Sciences	0	0
15	Department of Biotechnology	0	1
16	Department of Chemical Oceanography	0	0
17	Department of Computer Applications	148	0
18	Department of Computer Science	89	0
19	Department of Electronics	56	3
20	Department of English and Foreign Languages	0	0
21	Department of Hindi	59	0
22	Department of Instrumentation	0	0
23	Dept of Marine/Micro Biology and Bio Chemistry	100	0
24	Department of Marine Geology and Geophysics	51	0
25	Department of Mathematics	0	0
26	Dept of Physical Education	86	0
27	Dept. of Physical Oceanography	21	1
28	Department of Physics	0	0
29	Dept. of Polymer Science & Rubber Tech.	128	41
30	Department of Public Relations and Publications	0	0
31	Department of Ship Technology	0	0
32	Department of Statistics	132	6
33	Department of Youth Welfare	82	0
34	Inter University Center for IPR Studies	44	0
35	INTER UTY CENTRE FOR NANOMATERIALS AND DEVICES	17	0
36	Interdisciplinary Centre for Research in Ethics and Protocols(ICREP)	0	0
37	International School of Photonics	277	0
38	KMSME	217	4
39	National Centre for Aquatic Animal Health (NCAAH)	2	5
40	School of Engineering (SOE)	343	541
41	School of Environmental Studies	83	0
42	School of Industrial Fisheries	1	0
43	School of Legal Studies	0	0
44	School of Management Studies	162	0
45	School of Marine Sciences	124	0
46	Sophisticated Test and Instrumentation Centre (STIC)	0	0
47	University Library	56	0
48	Women's Studies Centre	0	0
49	Engineering Department	581	76
50	University Union	10	0
51	Examinations	154	1
52	University Hostels	63	0
53	Office of International Relations	16	0
54	Other Sections in Adm	0	1
	Grand Total	**3436**	**681**