

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Finance Wing)



No: FO//Annual Accts/2020-21

Dated: 15.02.2021

C I R C U L A R

Sub: *Finalization of Annual Accounts for the FY 2020-21 - Deadline for submission of bills and related matters- reg.*

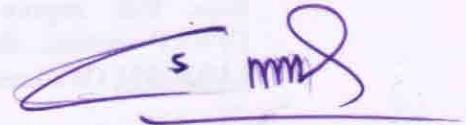
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In order to submit the Annual Accounts for the FY 2020-21 of the University to the Kerala State Audit Dept within the stipulated time limit, ie. by 31st July 2021, it is brought to the notice of all concerned that;

1. All expenditure bills under Non - Plan Head relating to the FY 2020-21, should reach the Cash Section **latest by 16/03/2021 (Tuesday) 4pm** and all Plan Bills must be submitted **latest by 20/03/2021 (Saturday) 4pm.**
2. Bills that require counter-signature of Planning/Academic/IRAA/Exam/IQAC/ DPR&P sections should reach the cash section **after counter signature, latest by 24/03/2021 (Wednesday)4pm.**
3. Bills submitted after the last date will not be accepted by the Cash Section under any circumstance. Such bills are to be resubmitted as fresh bills for the FY 2021-22.
4. Telephone bills for March 2021 shall be paid from the respective DDF/PD account to avoid delay/penalty and the amount shall be claimed from the University in April 2021.
5. All **Departmental receipts up to 23/03/2021** that are **to be remitted to the CUF**, should be remitted **latest by 30/03/2021**. Receipts during the period 24/03/2021 to 31/03/2021 to be remitted latest by 08/04/2021.
6. Universities' share of Consultancy charges/Project Overhead charges/Short term course fee; and the balance amount under E-grants account, if any, also to be remitted to CUF on or before 30/03/2021
7. Depts/Offices may also take steps to adjust the outstanding advances and furnish replies to the outstanding Audit Paras, before 31/03/2021.

Contd. on toP/2

8. Depts/Offices are hereby directed to submit the Bank Reconciliation Statement as on 31/03/2021 for all Accounts which were opened under the PAN of CUSAT, ie. PD A/cs, PA A/cs, SR A/cs, DDF A/cs, PTA A/cs. and the A/cs. that are operated by Head of the Depts- if any, in the Pro forma already circulated(Appended with this circular) on or before 10/04/2021. Bank Statement, showing the closing balance as on 31/03/2021 may also be submitted in order to verify the respective bank reconciliation statement.
9. All the University related SB A/c. holders in the Depts. and other Offices of CUSAT are requested to take necessary steps to collect the bank charges, if any, from the respective bank with whom the account is maintained
10. Interest accrued in all the SB A/cs. needs to be remitted to the CUF promptly, without any further delay.
11. Unidentified amount, if any kept in any University related account, should also be remitted to CUF urgently.
12. Appreciating the usual year-end pressure of work in the Finance Wing, co-operation and support of all concerned is sought to enable us ensure a smooth and uninterrupted flow of work, so that the statutory deadline for compilation of Annual Accounts for the FY 2020-21 could be met.



FINANCE OFFICER

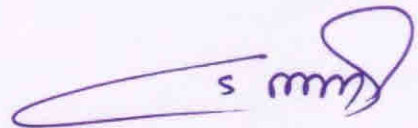
Encl: Pro forma as indicated in Para 8.

To:

1. All Directors/Heads of Schools/Depts/Centres/Offices
2. The Principals - SOE/ CUCEK
3. All JRs/DRs/ARs/PDO
4. Section Officers -Inward/Cash/Audit A/Audit B/Audit C/Audit D/ Audit E/Ad.B/Ad. E Ac.A,B,C/Plg. B, UGC / Exam M Sections
5. PS to VC/ PS to PVC/PA to Registrar/PA to FO/ PA to CE
6. Day file/Stock File/File copy

BANK RECONCILIATION STATEMENT AS ON 31/03/2021

Sl. No.	Particulars	Amount In Rs:	Amount In Rs:
A	Balance as per bank book maintained by CUSAT		XXXX
B	Add:		
	1. Cheque issued by CUSAT, but not yet cleared by bank	XX	
	2. Interest credited by bank	XX	XXXX
C	Total (A+B)		XXXX
D	Less:		
	1. Cheque deposited by CUSAT, but not yet credited by bank	XX	
	2. Bank charges debited by bank	XX	XXXX
E	Balance as per Bank statement received from bank (31/03/2021)		XXXX



Finance Officer