

CIRCULAR

Sub:- Statements of PD/DDF/PTA/PA/e-Grants Accounts for the year 2020-2021- reg.

Ref :- Circular of even number dated 08/02/2021

For the speedy finalization of Annual Accounts of the University for the Financial Year 2020-2021 you are requested to furnish the following urgently as on 31/03/2021.

1. Reconciliation statements between book and bank balances of all accounts.
2. Copy of the last page of Bank Scroll showing closing balance.
3. Item wise break-up of closing balances of PD Account (if there are any unidentified items in closing balance, the same is to be remitted immediately to CUF).
- 4 Item wise break - up of receipts of DDF A/c.
5. The year end cash balance certificate shall be submitted in the following format:

Year End Cash Balance Certificate		
It is certified that the Closing Cash Balance as on 31/03/2021 are as follows:		
DDF	:	
PTA	:	
PD	:	
PA	:	
Total	:	
(Rupeesonly)		
Further certified that the above balances are tallied with the closing cash balance as per the Cash Book maintained in this Office		
Head of the Department/School/Centre		

The matter may be considered urgent and the same may be furnished on or before 15/04/2021.

Sudheer M S *
Finance Officer

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

Department/School/Centre/Division/Office
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

STATEMENT OF ACCOUNTS OF DDF/PD A/C (any other bank account) for the FY 2020-2021

Account No.:..... Name of Location of Bank:..... Whether Savings/Current A/c

Sl. No.	Month & Year	Opening Balance as per Book	Receipts	Withdrawals	Closing Balance as per Book	Closing Balance as per Bank	Details of Reconciliation
1	04/20						
2	05/20						
3	06/20						
4	07/20						
5	08/20						
6	09/20						
7	10/20						
8	11/20						
9	12/20						
10	01/21						
11	02/21						
12	03/21						
Total:							

Place:
Date:

Head of Office