

# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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



No. CUSAT/Fin.II/Misc/2019 (I)

KOCHI-22

Dated: 30.03.2021

## CIRCULAR

Sub:- Execution of Undertaking for the purpose of Pay Revision/ Release of DA Arrears- Reg

Ref :- 1. U.O No. CUSAT/AD(A).SO/1011/2021 dated 04.03.2021

2. GO (P) No. 42/2021/Fin. dated 26.02.2021 issued by Finance (PRC-D) Department, Government of Kerala

3. GO (P) No. 27/2021/Fin. dated 10.02.2021

4. GO (P) No. 30/2021/Fin. dated 12.02.2021

The University vide paper read (1) above has implemented the recommendations of the XI Pay Commission, revising the Pay & Allowances of University Employees of the State with effect from 01.07.2019. As per Annexure V of the GO, for the purpose of monetary benefit of Pay Revision / Release of DA Arrears, employees under state scales need to execute an undertaking with the University.

Hence,

- 1) All employees of CUSAT under State Scale are hereby requested to submit the undertaking (in the format enclosed) counter signed by the Controlling Officers within **31st of March 2021**.
- 2) The Controlling Officers of establishment staff are requested to submit the updated Service Books of their employees within **12th April 2021**.

**Sudheer M S \***

Finance Officer

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

## UNDERTAKING

I hereby undertake that in the event of my pay, leave salary or pension or any other item having been fixed in a manner contrary to the provisions contained in the rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payment due to me or in cash.

Date :

Signature:

Place :

Name:

Designation:

PEN :

Countersignature of Drawing and Disbursing Officer/ Head of Office with date

Name:

Designation:

PEN :