**COCHIN UNIVERSTY OF SCIENCE AND TECHNOLOGY**

 **(Finance Wing)**

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| **SUDHEER M. S.****FINANCE OFFICER** | **C:\Users\User\Desktop\EMBLEM\CUSAT1.jpg** | **Cochin University P. O.,** **Kochi - 682 022** |

No: FO/ Payroll/CMDRF Contr./2021 May 21, 2021

**C I R C U L A R**

**Sub**: Contribution of deferred salary to CMDRF - reg

**Ref:** 1) CUSAT/AD(G).G1/1865/2021 dt. 07/05/21

 2) GO(MS)No. 52/2021/Fin dt. 26.03.21

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Attention of all concerned is invited to the above subject.

In this connection, it is informed all the concerned that vide the U.O referred as (1) above University has implemented the Govt. Order (Ref 2) regarding certain directions issued so as to enable all employees in the State including those in the Universities to contribute their deferred salary either in lump sum or in installments to the Chief Minister’s Pandemic Relief Fund ie., the CMDRF of Kerala.

Accordingly, now it is further clarified and also informed that the CUSAT employees can also be able to take part in this initiative by contributing generously in lump sum or in installments of their deferred salary which is now ready for disbursement. It was also specified in the said GO that the contribution in installments shall be done in such a manner as ***One, Two, Three, Four or Whole*** of the salary deferred for later disbursement. No other mode of deferred salary contribution to CMDRF, ie “a specific amount” or “no of days’ salary”, is advisable since the salary processing in the Unispark software will not accept the deviation.

Hence, it is advised to all the concerned that contributions from the deferred salary for the purpose may please be made as specified above so as to enable the payroll section to process the deferred salary and its prompt disbursement to the respective employees. For facilitating this, all the employees are requested to submit their willingness to recover the intended contribution by sending message to the Payroll Section email ID: cusat\_payroll@yahoo.in on or before **24/05/2021 at 5.00pm.**

Thus, all the controlling officers are also requested to bring the matter into the immediate attention of all the staff working under them and extend all support in submitting the willingness to payroll section positively latest by 24/05/2021 at 5.00pm. This process can easily be done by the Controlling officers, who may gather the willingness from their staff and shall make a consolidate statement of willingness with details of installments to recover against each name, and then submit the same to the payroll section through email.

Support and co-operation of one and all is once again requested in this regard.

Sd/-

**FINANCE OFFICER**

To

All Heads of Depts/Centres/Schools/College/Offices

All Controlling Officers

PS to VC/PS to PVC/PA to Regr/PA to CE/PA to FO