

CIRCULAR

Sub:- Statements of PD/DDF/PTA/PA/e-Grants /PA/SR Accounts as on 31/12/2021-reg

Ref :- _____

Attention is invited to the above, I would like to inform you that, Annual Accounts of the University (FY 2021-22) is need to be prepared in the month of April 2022. In order to expedite the process of preparation of Annual Accounts, I request all the Heads of Departments/Schools/Centers to furnish the following **details as on 31/12/2021** to the office of the undersigned **on or before 17/01/2022**:

1. Reconciliation statements between book and bank balances related to PD, DDF, E-grantz, PA, SR, PTA and any other related accounts.
2. Copy of the last page of Bank Scroll showing closing balance.
3. Item wise break-up of closing balances of all accounts (if there are any unidentified items in closing balance, the same is to be remitted immediately to CUF).

Please treat the matter as most urgent and expect the wholehearted co-operation all the concerned.

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

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	04/21						
2	05/21						
3	06/21						
4	07/21						
5	08/21						
6	09/21						
7	10/21						
8	11/21						
9	12/21						
Total:							

Place:
Date:

Head of Office