

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല  
**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

No. CASH2/008/Misc/2018-19

KOCHI-22

Dated: 05.01.2023

**CIRCULAR**

Sub:- CUSAT - CASH - wrongful payment of fees - procedure to be adopted henceforth -  
informed of.

Procedure to be followed while receiving the letters regarding wrongful payment of fees made by the Students of various departments of CUSAT, are circulated for the information and necessary action of the concerned.

1. All the request on wrong credit received in cash section to be forwarded to Accounts I Section.
2. The Account I Section may verify and confirm the correct department to whom the payments to be credited and necessary journal entry be made in the DEAS accordingly under intimation to the concerned departments.

**Sudheer M S \***  
Finance Officer

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