

# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Finance Wing)



No: FO//Annual Accts/2022-23

Dated: 13. 02. 2023

## C I R C U L A R

**Sub:** *Finalization of Annual Accounts for the FY 2022-23 - Deadline for submission of bills and related matters- reg.*

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In order to submit the Annual Accounts for the FY 2022-23 of the University to the Kerala State Audit Dept within the stipulated time limit, ie. by 31<sup>st</sup> July 2023, it is brought to the notice of all concerned that;

- 1 All expenditure bills under
  - a) **Non - Plan Head** relating to the FY 2022-23, should reach the Cash/Inward Section **latest by 16/03/2023 (Thursday) 4pm** and
  - b) all **Plan Bills** must be submitted **latest by 28/02/2023 (Tuesday) 4pm**.
2. Bills that require counter-signature of Planning/Academic/IRAA/Exam/IQAC/DPR&P sections should reach the cash section **after counter signature as follows;**
  - a) **for non plan bills by 23/03/23(Thursday)4pm** and
  - b) **for plan bills latest by 04/03/2023 (Saturday)4pm**
3. Bills submitted after the last date will not be accepted by the Cash Section under any circumstance.
4. Telephone bills for March 2023 shall be paid from the respective DDF/PD account to avoid delay/penalty and the amount shall be claimed from the University in April 2023.
5. All **Departmental receipts up to 23/03/2023** that are to be remitted to the CUF, should be remitted **latest by 30/03/2023**. Receipts during the period 24/03/2023 to 31/03/2023 to be remitted latest by 07/04/2023.
6. University's share of Consultancy charges/Project Overhead charges/Short term course fee; and the balance amount under E-grants account, if any, also to be remitted to CUF on or before 30/03/2023
7. Depts/Offices may also take steps to adjust the outstanding advances and furnish replies to the outstanding Audit Paras, before 31/03/2023.

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8. Depts/Offices are also directed to submit the Bank Reconciliation Statement as on 31/03/2023 for all the Accounts (furnished hereunder) which were opened under the PAN of CUSAT, in the prescribed proforma (Appended with this circular) on or before 10/04/2023 through DEAS. Bank Statement, showing the closing balance as on 31/03/2023 may also be submitted in order to verify the respective bank reconciliation statement:

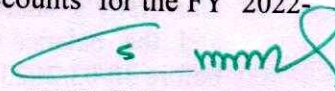
Common Category Bank Accounts opened by Depts under CUSAT's PAN

- a) PD A/cs, f) PTA A/cs. k) the A/cs. that are operated by Head  
b) PA A/cs. g) Placement A/cs of the Depts- if any  
c) SR A/cs, h) Consultancy A/cs l) PCR A/c maintained by C-Sis  
d) DDF A/cs, i) TEQUIP A/cs  
e) E-grants a/cs j) Alumni A/cs

9. All the University related SB A/c. holders in the Depts. and other Offices of CUSAT are requested to take necessary steps to collect the bank charges, if any, from the respective bank with whom the account is maintained
10. Interest accrued in all the SB A/cs. needs to be remitted to the CUF promptly, without any further delay.
11. Unidentified amount, if any kept in any University related account, should also be remitted to CUF urgently.
12. Details of Term/Fixed Deposits created from any source of funds which are still live as on 31.03.23 should be reported to Accts I Section in a format prescribed as hereunder:

Sl. No	Term Deposit Certificate No.	Date of Deposit	Maturity Date	Amount	% of interest	Source of Fund

13. Appreciating the usual year end pressure of work in the Finance Wing, co-operation and support of all concerned is sought to enable us ensure a smooth and uninterrupted flow of work, so that the statutory deadline for compilation of Annual Accounts for the FY 2022-23 could be met.

  
FINANCE OFFICER

Encl: Pro forma as indicated in Para 8.

To:

1. All Directors/Heads of Schools/Depts/Centres/Offices
2. The Principals - SOE/ CUCEK
3. All JRs/DRs/ARs/PDO
4. Section Officers -Inward/Cash/Audit A/Audit B/Audit C/Audit D/ Audit E/ Ad.B/Ad. E/Ac.A,B,C/Plg. B, UGC / Exam M Sections
5. PS to VC/ PS to PVC/PA to Registrar/PA to FO/ PA to CE
6. Day file/Stock File/File copy

**BANK RECONCILIATION STATEMENT AS ON 31/03/2023**

Sl. No.	Particulars	Amount (Rs)	Amount (Rs)
A	Balance as per bank book maintained by CUSAT(as on 31/03/23)		XXXX
B	Add:		
	(1)Cheque issued by CUSAT, but not yet cleared by the bank.	XX	
	(2)Interest credited by bank	XX	
	(3)Any Other items	XX	XXX
C	Total (A + B)		XXXX
D	Less:		
	(1)Cheque deposited by CUSAT, but not yet credited by the bank.	XX	
	(2)Bank charges debited by bank	XX	
	(3)Any other items	XX	XXXX
E	Balance as per bank statement received from bank (as on 31/03/2023) (C – D)		XXXX