

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

No. Accts1/A5/Dept-BRS/2021-22

KOCHI-22

Dated: 14.03.2023

**CIRCULAR**

Sub:- Statements of PD/DDF/PTA/PA/E-Grantz/other A/cs, DCB Statements and closing cash balance for the year 2022-23-reg.

Ref :- 1.Circular No. FO/Annual Accts/2022-23 dated 13.02.2022

2.Circular No. Accts1/A5/Dept-BRS dated 02.12.2022

3.Circular No. Accts1/A5/Dept-BRs dated 21.12.2022

Inviting attention to above, for the speedy finalization of the annual accounts of the university for the financial year 2022–23, it is requested to furnish and upload the reconciliation statements (as of March 31, 2023) of PD, DDF, PTA, E-Grantz, and other bank accounts that are kept in that department on the double entry accounting system on or before April 10, 2023.

Details of the DCB statement, PA Account, FD Details, and year-end cash balance certificate for all accounts shall be sent separately to the Accounts 1 Section in the attached format. Moreover, a split-up of the closing balance of the PD account should be sent along with the above-mentioned documents.

The matter may be considered urgent, and the same shall be furnished on or before April 13, 2023.

**Sudheer M S \***

Finance Officer

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

**YEAR END CASH BALANCE CERTIFICATE**

<b>Sl.No</b>	<b>Account</b>	<b>Bank Acc.No</b>	<b>Balance as on 31.03.2023</b>	<b>Date of uploading reconciliation in DEAS</b>	<b>Remarks</b>
1	PD				
2	DDF				
3	PTA				
4	e-Grantz				
5	Placement				
6	Alumni				
7	SB Collect				
8	TEQUIP				
9	Any others				

<b>PA Account Details</b>					
<b>Dept.</b>	<b>Sanctioned Amount</b>	<b>Cash in hand as on 31.03.2023</b>	<b>Balance amount to be recouped</b>	<b>Remarks</b>	





**Name of the Department:**

**CLOSING CASH BALANCE CERTIFICATE**

This is to Certify that Physical Cash Balance in hand as on 31/03/2023 is  
Rs.....(Rupees in words.....) and it is  
tallying with the Cash Book/Cash Register.

Place:

Signature of HOD with Seal

Date:

