

## COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Submission of all types of Bills from University Administrative Office directly to concerned Audit Section - reg

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### DEAS TASK FORCE CELL

No.CUSAT/DEAS.SO/2114/2023

Dated,KOCHI-22,08.05.2023

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Read:-Minutes of the meeting held on 13.03.2023 at 11.30 am

### ORDER

The present practice of submitting bills through the cash section to the audit section involve much time consumption as well as the utilisation of separate manpower. On detailed scrutiny of the said matter, it has been decided to submit the bills directly to the concerned Audit Section. As a precedent, the Engineering Department is submitting the work bills directly to the Audit E Section, which not only saves time but also cuts off the manpower of the cash section.

In view of the above, as a next step, the same practice has been implemented for submitting the bills from the administrative office directly to the concerned audit section without routing through the cash section.

Hence, sanction is accorded by the Vice Chancellor for the following:

1. The present practice of routing the bill through the cash section is to be dispensed with.
2. Bills shall be directly submitted to the concerned audit section or seat for further action.
3. A log book shall be maintained for the same in each section or seat.
4. A date seal shall be affixed to the bill by the concerned section.
5. A circular will be issued detailing the seats handling each bill.
6. At present, the change shall be effected only for the bills generated/routed through all sections of the administrative block.

Orders are issued accordingly.

**Dr. Benjamin Varghese P \***  
**REGISTRAR IN-CHARGE**

To:

PS to VC/PS to PVC/PA to Registrar/PA to Finance Officer  
JD KSAD  
The Planning and Development Officer

All JRs/DRs/ARs

Accounts section/Cash Section

Audit A/Audit B/Audit C/Audit D/Audit E /NPS Sections

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

**BILLS TO FORWARD AUDIT SECTIONS- LIST OF****FROM ADMINISTRATION E AND B SECTIONS**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	010	CB & SR
2	010	Refund CB
3	010	TA, Adj. CB
4	010	Pension Commutation, Terminal Earned Leave Surrender and DCRG
5	060	CB-Exam Salary
6	990	CB-Caution Deposit
7	990	SR-Festival Advance

**FROM EXAMINATION SECTIONS**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	060	CB,SR & TA
2	060	Adj.CB

**FROM IRAA SECTION**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	020	CB,SR &TA
2	021	CB,SR &TA

**FROM IQAC SECTION**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	212	CB &SR
2	212	Adj.CB &TA

**FROM ACADEMIC SECTION**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	960	All CB & Fellowship Bill

**FROM PLANNING SECTION**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	950	CB & SR(Bulk Bills)
2	950	Adj.CB(Bulk Bills)
3	980	CB,SR,TA &Adj.CB-Claim Bill(Scheme)
4	980	Adj.CB - Nil Bill(Scheme)

**FROM UGC/SC-ST CELL**

SL.NO.	MAIN HEAD	TYPE OF BILLS
1	990	SR(ABLC)

2	010	CB & SR For NSS
3	990	CB & SR For NSS

<b>SEATS</b>
AUDIT SECTIONS
AUDIT - B1
AUDIT - B1
AUDIT - B3
AUDIT - C3
AUDIT -B2
AUDIT - B2
AUDIT -B2

AUDIT SECTIONS
AUDIT - B2
AUDIT -B3

AUDIT SECTIONS
AUDIT -B2 (DOA)
AUDIT -B2 (OIR)

AUDIT SECTIONS
AUDIT-B1
AUDIT-B3
AUDIT SECTIONS
AUDIT -D3

AUDIT SECTIONS
AUDIT -D1
AUDIT -D2
AUDIT -D1
AUDIT -D2

AUDIT SECTIONS
AUDIT - B2

AUDIT - B1
AUDIT - B2