

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല  
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. CUSAT/DEAS.SO/8167/2020

KOCHI-22

Dated: 27.08.2023

**CIRCULAR**

Sub:- Submission of Bills - Directly to Audit Sections - Reg

Ref :- Minutes of the meeting held on 13-03-2023 at 11.30 am.

The practice of submitting the bills through the Cash Section to the Audit Section involves much time and manpower consumption. The meeting referred to above, chaired by the Vice-Chancellor, had decided to submit the bills directly to the concerned audit sections.

The bills of the Engineering Department and Administrative Office are now routed directly to the Audit Sections.

In order to implement the practice in full swing, all heads of departments, directors, and principals are hereby directed to submit the bills both through DEAS and in hard copy directly to the Audit Section concerned. The list of the audit section is attached herewith.

It is further informed that the bills from different centers (mentioned in the attached list) that are presently routed through the planning section will also be submitted directly to the concerned audit sections.

**Sudheer M S \***  
Finance Officer

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

**SOFT COPIES AND HARD COPIES OF ALL CBs, SRs, TA BILLS AND ADJUSTMENT BILLS PERTAINING TO AUDIT SECTIONS SHALL BE FORWARDED DIRECTLY TO THE DEALING ASSISTANT AS PER THE FOLLOWING SEAT DISTRIBUTION w.e.f 01-09-2023. BILLS THAT REQUIRE COUNTER SIGNATURE SHALL BE SEND TO THE CONCERNED SECTION DIRECTLY.**

Sl.No.	Department	Dept Code	CB/SR/TA	Adj CB
1	CENTRE FOR INFORMATION RESOURCE MANAGEMENT	210	Audit A2	Audit A3
2	CENTRE FOR SCIENCE IN SOCIETY	190	Audit A2	Audit A3
3	DEPARTMENT OF BIOTECHNOLOGY	610	Audit A2	Audit A3
4	DEPT. OF COMPUTER APPLICATIONS	840	Audit A2	Audit A3
5	DEPT. OF COMPUTER APPLICATIONS(SELF FINANCING)	841	Audit A2	Audit A3
6	DEPT. OF COMPUTER SCIENCE	820	Audit A2	Audit A3
7	DEPT. OF ELECTRONICS	770	Audit A2	Audit A3
8	DEPT. OF INSTRUMENTATION	780	Audit A2	Audit A3
9	DEPT. OF MATHEMATICS	570	Audit A2	Audit A3
10	DEPT. OF PS & RT	760	Audit A2	Audit A3
11	INTERNATIONAL SCHOOL OF PHOTONICS	870	Audit A2	Audit A3
12	CENTRE FOR INTEGRATED STUDIES	211	Audit A2	Audit A3
13	SCHOOL OF ENVIRONMENTAL STUDIES	320	Audit A2	Audit A3
14	UNIVERSITY LIBRARY	070	Audit A2	Audit A3
15	CUCEK	942	Audit A3	Audit A3
16	DEPT. OF ATMOSPHERIC SCIENCES	490	Audit A3	Audit A3
17	DEPT. OF CHEMICAL OCEANOGRAPHY	500	Audit A3	Audit A3
18	DEPT. OF MARINE BIOLOGY	460	Audit A3	Audit A3
19	DEPT. OF MARINE GEOLOGY & GEOPHYSICS	470	Audit A3	Audit A3
20	DEPT OF PHYSICAL OCEANOGRAPHY	480	Audit A3	Audit A3
21	DEPT OF PHYSICAL OCEANOGRAPHY - M.TECH IN OCEAN TECH	481	Audit A3	Audit A3
22	MASTER OF FISHERIES SCIENCE IN SEA FOOD	541	Audit A3	Audit A3
23	SCHOOL OF INDUSTRIAL FISHERIES	540	Audit A3	Audit A3

24	SCHOOL OF MARINE SCIENCES	450	Audit A3	Audit A3
25	MARINE ENGINEERING	944	Audit A4	Audit A3
26	DEPT OF APPLIED CHEMISTRY	600	Audit A4	Audit A3
27	DEPT OF APPLIED ECONOMICS	660	Audit A4	Audit A3
28	DEPT OF ENGLISH AND FOREIGN LANGUAGE	370	Audit A4	Audit A3
29	DEPT. OF HINDI	360	Audit A4	Audit A3
30	DEPT. OF PHYSICAL EDUCATION	080	Audit A4	Audit A3
31	DEPT. OF PHYSICS	590	Audit A4	Audit A3
32	DEPT. OF SHIP TECHNOLOGY	750	Audit A4	Audit A3
33	DEPT. OF STATISTICS	580	Audit A4	Audit A3
34	DEPT.OF STATISTICS-M.TECH	581	Audit A4	Audit A3
35	DEPT.OF YOUTH WELFARE	090	Audit A4	Audit A3
36	SCHOOL OF LEGAL STUDIES-2 YEAR P.G. IN HUMAN RIGHTS	411	Audit A4	Audit A3
37	SCHOOL OF LEGAL STUDIES	410	Audit A4	Audit A3
38	SCHOOL OF MANAGEMENT STUDIES	701	Audit A4	Audit A3
39	UNIVERSITY HOSTELS	110	Audit A4	Audit A3
40	UNIVERSITY UNION	100	Audit A4	Audit A3
41	CENTRE FOR BUDGET STUDIES	197	Audit D3	Audit D2
42	DDU KAUSHAL KENDRA	198	Audit D3	Audit D2
43	CITTIC	1244	Audit D3	Audit D2
44	CAM	1246	Audit D3	Audit D2
45	IUCND	1241	Audit D3	Audit D2
46	C-Dec	1215	Audit D3	Audit D2
47	NCAAH	330	Audit D3	Audit D2