

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

File Ref.No.Acct1/A3/Financial Enquiry/2024

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Report of the Task Force constituted to conduct detailed enquiry in to the various financial transactions in connection with the organization of DHISHNA 2023 - Financial Procedures to be followed while conducting various programs/events in the Campus - Resolution of the Syndicate - Orders Issued

ACCOUNTS I

No.CUSAT/ACNT1.A3/4352/2024

Dated,KOCHI-22,14.10.2024

Read:-Item no 728.05 of the Minutes of the Meeting of the Syndicate held on 19-09-2024

ORDER

The Syndicate vide item number read above, considered the Report of the Task Force constituted to conduct detailed enquiry into the various financial transactions in connection with the organization of DHISHNA 2023 and resolved to accept the report of the task force. The Syndicate also resolved to implement the following recommendations regarding the Financial Procedures to be followed while conducting various programs/events in the Campus.

1. Financial Discipline should be followed for the programmes organized by all Departments of the University. All financial transactions should be done by keeping in mind the Principal-Agent relationship between the University and programme organisers. All laws, including tax laws are applicable to all and the Faculty in charge of the event such as coordinator shall be ultimately responsible for any flaws.
2. In case of Cash transactions, payment exceeding ₹10,000 must be paid through Bank only as per the provisions in Income Tax Act, Section 40 A(3).
3. Printed receipts with counter foils should be used to collect money from the students and supporters.
4. Only authorized bank account should be used for collection as well as the payments.
5. In case of outside sponsorships, GST invoices should be issued and GST collected should be remitted to CUF.
6. All expenditure should be supported with GST invoices raised in the name of the Registrar, with the University GST Registration number on it.
7. Tax under GST TDS and Income Tax TDS (as per concerned Sections) should be deducted from all applicable payments, and the same shall be remitted to the CUF with proper tax schedule within the time limit under proper procedure.
8. Provisions under Store Purchase Manual must be followed. The Financial Limit were communicated vide U.O. No. Ad.C1/009575/2009 dated 16.08.2016.
9. The Income and Expenditure statement for the event/programme should be submitted within one month

in the prescribed format (**Annexure VI attached**) to the concerned section that issued university order for the conduct of the programme and a copy of the same should be submitted to Accounts I Section.

Orders are therefore issued communicating the resolution of the Syndicate.

Dr. Arun A U *
Registrar

To:

1. The Finance Officer
2. The Joint Director, Kerala State Audit Department, CUSAT, Kochi -22
3. Heads/Principals/Directors of all departments/Schools/Centres.
4. Joint Registrar (Finance/Academic)
5. Assistant Registrar (Cash / Audit / Accounts / Finance)
6. P S to VC/ PS to PVC
7. PA to Registrar/ P A to Finance Officer
8. Day File/ Stock File / File Copy.

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

Income and Expenditure Statement	
Department :	
Name of the event:	
Period of the event:	
PARTICULARS	Amount
INCOME	
Grants Received from the University	0.00
Subscription from Students	0.00
Donations Internal to University:	0.00
Students	0.00
Faculty	0.00
Alumni	0.00
PTA	0.00
Any other internal sources	0.00
Donations - external to the univeristy	0.00
Specify names	0.00
Foreign donations (Specify the details)	0.00
Sponsorships recived (including GST)	0.00
Rent Received (including GST)	0.00
Interest Earned	0.00
Other Income	0.00
TOTAL(A)	0.00
EXPENDITURE	
Remuneration to (specify)	0.00
1 : Participants	0.00
2 : Guests	0.00
Rental Charges	0.00
Transportation	0.00
Accommodation	0.00
Food expenses	0.00
Printing and Stationery	0.00
Consumables	0.00
Purchases (Specify)	0.00
Services (Specify)	0.00
Other expenses	0.00
TOTAL(B)	0.00
BALANCE (A-B) INCOME OVER EXPENDITURE (Surplus)	0.00

Signature & Date
Programme Coordinator

Signature & Date
Head of the Department/Director/Principal