

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY



COCHIN UNIVERSITY P. O.
COCHIN - 682022
KERALA, S. INDIA

No. CUSAT/FO/ANNUAL ACCOUNTS/2025-26

Date: 31.01.2026

CIRCULAR

Sub: Finalization of Annual Accounts for the FY 2025-26 – Deadline for submission of bills and related matters – Reg.

In order to submit the Annual Accounts for the FY 2025-26 of the University to the Kerala State Audit Department within the stipulated time limit, i.e. by 31st July 2026, it is brought to the notice of all concerned that;

1. All expenditure bills under

- a) **Non Plan Head** relating to the FY 2025-26, should reach the concerned sections by **18-03-2026 (Wednesday) 4 p.m.**
- b) **Plan Bills** must be submitted by **27-02-2026 (Friday) 4 p.m.**

2. Bills that require counter-signature of Admin/Planning/Academic/IRAA/Exam/IQAC/DPR&P sections should reach the concerned sections **after counter signature as follows:**

- a) **Non-Plan** bills by **23-03-2026 (Monday) 4 p.m.**
- b) **Plan** bills by **07-03-2026 (Saturday) 4 p.m.**

3. Bills submitted after the last date will not be accepted by the concerned sections under any circumstances.

4. Telephone bills for March, 2026 shall be paid from the respective DDF/PD account to avoid delay/penalty and the amount shall be claimed from the University in April, 2026.

5. All **Departmental Receipts up to 21-03-2026** that are **to be remitted to the CUF**, should be remitted by **26-03-2026**. Receipts during the period 22-03-2026 to 31-03-2026 to be remitted by **07-04-2026**.

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 **27-03-2026**.

7. Departments/Offices may also take steps to adjust the outstanding advances and furnish replies to the outstanding Audit Paras, before **28-03-2026**.

8. Departments/Offices are also hereby directed to submit the Bank Reconciliation Statement as on **31-03-2026** 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 **10-04-2026** through DEAS. Bank Statement, showing the closing

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balance as on **31-03-2026** may also be submitted in order to verify the respective bank reconciliation statement.

Common Category bank Accounts opened by Departments under CUSAT's PAN

a. PD Account	e. PTA Account	i. Alumni Account
b. PA Account	f. Placement Account	j. that are operated by HODs - if any
c. SR Account	g. Consultancy Account	k. PCR Account maintained by C-Sis
d. DDF Account	h. TEQUIP Account	l. Any other Accounts

9. All the University related SB Account holders in the Departments 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. Ensure that all interests received in SB Accounts are duly remitted to the CUF, and confirmation in this regard should be provided on or before **31-03-2026**.
11. Unidentified amount, if any kept in any University related account, should also be remitted to CUF on or before **31-03-2026**. Maximum efforts should be taken to identify the same.
12. Details of Term/Fixed Deposits created from any source of funds which are still live as on **31-03-2026** should be reported to Accounts I Section in a format prescribed below:

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 to ensure a smooth and uninterrupted flow of work, so that the statutory deadline for compilation of Annual Accounts for the FY 2025-26 could be met.


FINANCE OFFICER

Encl: Proforma as indicated in Para 8.

To:

1. All Directors/Heads of Schools/Departments/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/
Ad.B/Ad.E/Ac.A/Ac.B/Ac.C/Planning B/Planning UGC/Exam C Section
5. PS to VC/PS to PVC/PA to Registrar/PA to FO/PA to CE
6. Day File/Stock File/File Copy

(PROFORMA)

BANK RECONCILIATION STATEMENT AS ON 31.03.2026

Sl. No.	Particulars	Amount (₹)	Amount (₹)
A	Balance as per bank book maintained by CUSAT (as on 31.03.2026)		XXXX
B	Add:		
	1. Cheque issued by CUSAT, but not yet cleared by bank.	XX	
	2. Interest credited by bank	XX	
	3. Any other items	XX	XXXX
C	Total (A + B)		XXXX
D	Less:		
	1. Cheque deposited by CUSAT, but not yet credited by 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 31-03-2026) (C - D)		XXXX