

Dated: 13.02.2020

CIRCULAR

Sub:- Statement of PD / DDF Accounts - Requesting of - reg.

Ref :- _____

Statements of PD/DDF accounts for the period from 01/04/2019 to 31/12/2019 are urgently required for the preparation of Annual Accounts. It is requested to forward the Statements of PD/DDF accounts as per the enclosed format with utmost accuracy so as to reach this Office on or before 29/02/2020 without fail.

Following details are also to be enclosed with the above format:

1. A reconciliation statement as on 31.12.2019 between book and Bank balance, both for the PD and DDF accounts.
2. A copy of the last page of the Bank Scroll showing closing balance as on 31.12.2019 both for the PD and DDF accounts.
3. Item wise break-up of closing balance of PD A/c (if there are any unidentified items in closing balance, the same is to be immediately remitted to the Cochin University Fund).
4. Item wise break-up of Receipt of DDF A/c.

It is also requested to forward:

- a. All the pending monthly statements (from April 2019 - December 2019) and to remit the interest accrued on the PD A/c before 29/02/2020
- b. The reconciliation statements of PD/DDF accounts of each month along with a copy of the last page of the Bank Scroll showing closing balance at the end of the month and the other two documents mentioned at "2" to "4" above, before 15th of succeeding month, from January 2020 onwards.

Kindly treat the matter as most urgent.

Sudheer M S *
Finance Officer

Department/School/Centre/Division/Office of.....

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
KOCHI-22**

STATEMENT OF ACCOUNTS OF DDF/PD A/C (any other bank account) FOR THE PERIOD FROM 01.04.2019 TO 31.12.2019

Account No.:.....

Name of Bank:.....

Location of Bank:.....

Whether Savings/Current A/c

Sl. No.	Month & Year	Opening Balance as per Book	Receipts	Withdrawals	Closing Balance as per Book	Closing Balance as per Bank	Details of Reconciliation
1	Apr-19						
2	May-19						
3	Jun-19						
4	Jul-19						
5	Aug-19						
6	Sep-19						
7	Oct-19						
8	Nov-19						
9	Dec-19						
Total:							

Place:
Date:

HEAD OF OFFICE