

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല  
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. CUSAT/IA&I.A3/28137/2020

KOCHI-22

Dated: 08.12.2020

CIRCULAR

Sub:- Online purchase of equipments and other utensils- submission of bills to Audit section-  
Directions -reg.

Ref :- Notes in the FFMS file- PL(UGC) 4/751(PURSE-II)/2016(PF).

The Audit section, in the notes of the FFMS file referred above, has expressed serious concern and apprehensions regarding the chances of misusing the bills of items like equipments and other necessary utensils purchased in online mode, by **claiming the bill amount more than once by presenting the copies of the same bill**. The purchaser can take any number of printouts of the bill, from the online site concerned, even after returning the unwanted item. In many such cases, the Audit section finds it difficult to have a check whether the duplicates of such bills are presented elsewhere or along with any other contingent bills.

As a mechanism to ensure the genuinity and authenticity of such bills of online purchases, all the Heads of Departments/ Heads of sections concerned are directed to furnish a Certificate overleaf of such bills as follows.

**"Certified that the Department was necessitated to purchase this item online due to the restrictions in connection with the prevailing situation of Covid-19 pandemic (Specify other reasons if any) and that the item as per this bill has been purchased by the Department, and the details of which are entered in the Stock Register concerned. (Please include the stock certificate also). Also certified that the same bill has not been submitted anywhere or along with any other contingent bills "**.

It is also requested once again to ensure that the registers like Purchase Order Register, Cheque receipt/issue Register, CB Register, Asset Register and Stock Register are maintained properly.

The co-operation of all the Heads of Departments, Principals of SOE,CUCEK and KMSME and the Directors of Schools/Centres are solicited in complying with the above, in order to ensure the authenticity and non-duplication of the bills of online purchase and to facilitate the admittance of such claim bills without delay.

**Dr. Meera V \***  
Registrar

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