

**കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല**  
**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY**

No. ACNT1/A4/ GST related matters/2025

KOCHI-22

Dated: 07.04.2025

**CIRCULAR**

Sub:- GST Invoice - revised guidelines issued - reg

Attention is invited to the subject cited above. It is hereby informed that, in order to ensure strict compliance with GST regulations, the following procedures are being introduced across the University:

**1. Discontinuation of Manual GST Invoices**

The manual issuance of all categories of GST invoices is hereby discontinued with immediate effect.

Henceforth, GST invoices shall be issued **only** through the following methods:

- Invoices generated through the **DEAS software**, featuring a hologram and system-generated invoice number, or
- **E-invoices** generated through the official **GST Portal**.

**2. Invoices Generated via DEAS Software**

The University is implementing a GST invoice generation module within the DEAS software to streamline the invoicing process and ensure GST compliance.

With effect from **01.04.2025**, all GST invoices must be generated **exclusively** using this facility.

- The tax component of the invoice must be **remitted in advance** to the Cash Section of the University.
- The **receipt number** of the payment must be entered in the DEAS system at the time of invoice generation.
- The remittance must be made using the **prescribed format** provided in *Appendix 1*.
- Since the tax payment to the Government is directly based on the invoices generated through the software, **extreme care and accuracy** must be exercised while creating invoices.

**3. Invoices via GST E-Invoicing Portal**

Certain external institutions under the B2B category may require e-invoices generated through the GST Department's e-invoicing portal.

- Departments or Principal Investigators (PIs) requiring such e-invoices must forward a formal request to the undersigned through the proper channel.
- The request must be submitted in the **format enclosed in Appendix 2**, along with the **Cash Receipt** issued by the University Cash Section.
- E-invoices will be generated **only after** the applicable GST amount has been remitted at the Cash Counter.
- Please note that once an e-invoice is generated, **no cancellations or modifications** will be

permitted under any circumstances.

**4. Invoices via Payment Gateway**

A separate circular will be issued in due course detailing the procedures for invoice generation through the Payment Gateway.

For any queries please feel free to contact Accounts 1 Section and for any technical support please contact e-Governance cell.

**CMA Girish Kumar P G \***

Finance Officer

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

## Appendix 1

### Remittance Slip

Please issue cash receipt for the GST remittance as per details given below.

1.	Name of the person to whom the receipt is to be generated	
2.	Purpose for which GST is remitted.	
3.	GST Amount	
4.	Mode of payment	CASH/ CHEQUE/ ONLINE
5.	Cheque No. and date	
6.	UTR No. and fund transfer date (in case of online mode)	

Signature, Name & Designation of the applicant

## **Appendix 2**

### **Request for e-invoice**

1.	Name of the Recipient		
2.	GSTR Number		
3.	Particulars of good supplied		
4.	HSN/SAC		
5.	Taxable amount		
6.	Tax Details	Tax Rate %	Tax Amount (in Rs.)
	CGST		
	SGST		
	IGST		
7.	Total GST collected		
8.	Receipt number and date (Tax amount shall be remitted to the Cash Section in advance)		
9.	Name, Designation and Address of the applicant		
10.	Mobile Number and email ID		

Forwarded/ Recommended by

Head of the Department

Office Seal