

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. Payroll/General/2019

KOCHI-22
Dated: 12.12.2023

CIRCULAR

Sub:- Processing of Monthly Salary of Contract Staff through Unispark module-
Guideline -reg

Ref :- Circular No.CUSAT/FO/CIRCULAR/03 dated 21/10/2023

The following guidelines are to be adhered to for ensuring the smooth processing of the salary of contract staff of the University.

- 1) Attendance Statement of contract staff along with biometric attendance should be submitted through FFMS mode only.
- 2) Salary bills of the contract staff will be processed twice in a month, first bill on 5th (with the attendance received by 3rd of the month) and second bill on 15th (with attendance received by 13th of the month) of each month. Salary of the contract staff whose attendance received after 13th of the month will be processed along with salary bill for next month as arrears. Hence Departments/Schools/Sections/Offices should ensure that the attendance is submitted in time.
- 3) Contract staff of all Departments/Schools/Sections/Offices who have joined after 01/12/2023 should submit the Data sheet in the attached format, verified by the HOD/Controlling officer, along with copies of SBI pass book, Aadhar and PAN card. Existing contract staff should submit the data sheet verified by HOD/Controlling officer, along with copy of Aadhaar only. The above details should be submitted to Payroll (A) section, on or before 30/12/2023 so as to process the next contract bill through unispark module.

Sudheer M S *
Finance Officer

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

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNI SPARK DATA SHEET FOR CONTRACT STAFF

- 1) Department/Office :
- 2) Name as in Aadhaar & CUSAT Employee ID :
- 3) Contract effective from : to
- 4) Designation :
- 5) Date of Birth as in Aadhaar :
- 6) Gender :
- 7) Aadhaar Number :
- 8) Mobile Number :
- 9) E mail id :
- 10) Address :
- 11) Name of Bank :
- 12) Branch :
- 13) Account Number :
- 14) PAN :
- 15) Sanction Order No & date :
- 16) Signature of the employee :

Verified.

Date:

HOD/Principal/Controlling Officer