



# UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)  
(Re-accredited by NAAC with 'A++' Grade)

No. 2688/Accounts 9/2024/UOK-FIN

Dated: 19.03.2026

## CIRCULAR

Sub:- Personal Deposit and DDF account transactions of all Departments - reg.

Ref :- \_\_\_\_\_

All Head of Departments / Offices / Sub-offices / KUCTE / UIT Centres / UIM Centres / UCE and all Officers of the University who maintain Personal Deposit (PD) / Department Development Fund (DDF) accounts are requested to forward a month-wise statement of transactions pertaining to all PD / DDF accounts maintained by them in the Bank, Treasury or Post Office during the financial year 2025-2026, as early as possible.

As the accounts are to be finalized and submitted to the Government Auditor by 31<sup>st</sup> July every year, utmost care should be taken in the preparation of the statement to avoid further correspondence in the matter. PD / DDF account statements should be submitted along with reconciliation statement.

Following points may please be noted while preparing the statements:

1. All accounts maintained in official capacity are treated as PD accounts.
2. The closing balance furnished for the preceding year must agree with the opening balance for the following year. If there is any difference, the reason for the same should be clearly specified.
3. As the total of the remittances and withdrawals for each month alone are required, date-wise remittances and withdrawal need not be furnished.

The matter may be treated as urgent and given top priority. The instruction may be strictly complied with.

Proforma attached should be duly filled in and submitted **on or before 16<sup>th</sup> April 2026** without fail.

**SINDHU GEORGE**  
FINANCE OFFICER I/C



**PROFORMA**

**I. Details of Account (PD / DDF)**

- a) Name of Bank : .....
- b) Account Number : .....
- c) Closing Balance as on 31.03.2025 : .....

**II.**

Month & Year	Opening Balance	Credit during the month	Total (2+3)	With drawals during the month	Closing Balance (4-5)	Remarks
1	2	3	4	5	6	7
Apr 2025						
May 2025						
Jun 2025						
Jul 2025						
Aug 2025						
Sep 2025						
Oct 2025						
Nov 2025						
Dec 2025						
Jan 2026						
Feb 2026						
Mar 2026						

**III. Certificate**

Certified that I have personally verified the pass book / bank scroll in respect of the PD / DDF Account No .....maintained by me in the Bank / Treasury / / Post Office and the closing balance as on **31.03.2026** is Rs. .... and agree with the figures booked in the PD / DDF Account Register.

Place:

Date:

Signature

**N.B.** It may be assured that the above statement, when verified on later date, should be in concurrence with the passbook / bank scroll.

