

উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর প্রদ্যুত কুমার পাল

নিয়ামক(ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

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Ref. No. 1590 /UBKV/Est.

Date: 24 .02.2023

NOTIFICATION

Ref.: Office Order no. 600/UBKV/Est.(EC-69) dated: 18.08.2022

Pursuant to the office order cited above, this is for information to all concerned that a format is hereby circulated for billing of Part Time Guest Lecturer of different faculties of the University. The guest lecturers shall place their bills in the attached format as appended in Annexure-A to their respective head of the establishment.

All concerned are requested to act accordingly.

Sd/-

Registrar (Actg.)

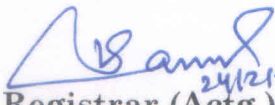
Encl: As stated above.

Ref. No. 1590 /UBKV/Est.

Date: 24 .02.2023

Copy forwarded for information & necessary action to:

- 1) The V.C.'s Secretariat, UBKV
- 2) The Dean, Faculty of Agriculture, UBKV
- 3) The Dean, Faculty of Horticulture, UBKV
- 4) The Dean, Faculty of Technology, UBKV
- 5) The Deputy Registrar, UBKV
- 6) The Associate Dean, COA, Majhian, Dakshin Dinajpur
- 7) The Head, Dept. of Agricultural Economics/ Agricultural Entomology/ Agricultural Extension/ Agricultural Statistics/ Agronomy/ Biochemistry/ Genetics and Plant Breeding/ Plant Pathology/ Seed Science and Technology/ Soil Science and Agricultural Chemistry, F/Agriculture, UBKV
- 8) The Head Dept. of Floriculture Medicinal & Aromatics Plant / Forestry / Plantation Crops & Processing / Pomology & Post Harvest Technology / Vegetables & Spices Crops, F/Horticulture, UBKV
- 9) The In-Charge, Comptroller's Department, UBKV
- 10) University Website
- 11) Office Copy.


24/2/2023
Registrar (Actg.)

FORMAT FOR BILL OF PART-TIME GUEST LECTURER
UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDBARI, COOCH BEHAR, WEST BENGAL – 736165

PERSONAL DETAILS

NAME:
 DESIGNATION: PART-TIME GUEST LECTURER IN.....
 APPOINTMENT LETTER NO.....DATE OF JOINING.....
 AADHAAR NO..... PAN NO.....
 BANK A/C NO BANK NAME.....
 BRANCH..... IFSC CODE.....

DETAILS OF THE SUBJECTS TAUGHT

Course Name	Course Code	Credit Hour	Semester & Faculty	Total Amount of Contract (Rs.)

SELF-DECLARARION

I do hereby certify that as per the terms and conditions of my appointment, I have taken the Theory and/or Practical classes of the above-mentioned courses regularly as per the class routine and I have

completed 50% of the syllabus and conducted, evaluated and submitted the marks of Mid Term

completed 100% of the syllabus, submitted class attendance, conducted practical examinations, evaluated End Term answer scripts and submitted Theory and Practical marks

(Tick whichever is applicable)

Signature of Part-time Guest Lecturer

CERTIFICATION BY CONTROLLING OFFICER

Certified that the above statement submitted are true to the best of my knowledge and records.
 The concerned part-time guest lecturer may be paid

50% of the contract amount for the above-mentioned subjects i.e. Rs.....

remaining 50% of the contract amount for the above-mentioned subjects i.e. Rs.....

(Tick whichever is applicable)

Forwarded to the Registrar for further necessary action towards payment.

Signature of Dean

Approved and Forwarded to the ICD for payment please.

Chargeable Head: Contractual Appointment/Others.....

Registrar

Enclosures: Copy of appointment letter, joining letter, Aadhaar card, PAN card, 1st page of bank passbook