

UTTAR BANGA KRISHI VISWAVIDYALAYA  
PUNDIBARI: COOCH BEHAR: WEST BENGAL  
PIN – 736165  
Phone – (03582) 270142 Fax – (03582) 270249  
COMPTROLLER'S DEPARTMENT

From: Mr. Arnab Ghosh  
Comptroller-in-Charge &  
Assistant Auditor

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**Notice**

Notice Ref No. 976 /UBKV/COMP/UC\_ Audit/2026-27

Dt. 27/03/2026

It is being notified that all concerned Project Investigators/ Programme Coordinators /Nodal Officers of different approved Projects/Programmes/Sponsored Schemes/University Approved Schemes (UAS), are requested to provide the attached information within 10 working days for the purpose of smooth functioning of the operational activities of the Comptroller's Department in connection with the Financial Year 2025-26. It is expected that all related communication will be made through proper channel.

All concerned should be aware that timely submission of attached information is/are highly essential for implementing financial rules and regulations on the different financial activities of each approved Project/Programme/Sponsored Scheme/University Approved Scheme (UAS) of the UBKV during the current financial year. It is very urgent for timely conduction of the UC audit programme for the FY 2025-26.

For easier communication with the undersigned, you may temporarily use email address [auditorubkv@gmail.com](mailto:auditorubkv@gmail.com) through proper channel.

Your kind response in this regard is highly solicited.

With regards,

Enclosure: List of Information (is/are to be needed for UC audit)

S/d-  
Comptroller- in- Charge  
& Assistant Auditor

Copy to:

1. The Vice- Chancellor's Secretariat, UBKV, Pundibari for kind intimation
2. The Registrar, UBKV, Pundibari for kind perusal
3. The Director of Research, UBKV, Pundibari, for kind circulation,
4. The Director of Extension Education, UBKV, Pundibari for kind circulation,
5. The Director of Firm, UBKV, Pundibari for kind circulation, if you are needed so.
6. The Dean- Agriculture/Horticulture/Technology, UBKV, Pundibari for kind perusal
7. The Assistant Auditor, UBKV, Pundibari for audit reference
8. Office Copy for preserving in the UC Audit file

*Arnab Ghosh*  
Comptroller- in- Charge  
& Assistant Auditor

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**Notice**

List of Information is/are to be submitted within 10 working days from the date of acceptance/ publish of this notice: -

- I) Sanctioned final budget for the period for which you are needed for the UC/SOE
- II) Related release order/s from the concerned funding agency for the audit period
- III) Previous Year audited UC, submitted to the concerned funding agency
- IV) Draft & duly authenticated SOE /UC along with the annexed documents, upon which audit is/are to be conducted.
- V) Any interim report/s, which has/have been issued to the funding agency as per the funding agency's requirement during the FY 2025-26.
- VI) It is to be ensured that all PFMS enable expenditures and receipts in relation with such fund for the period of the concerned UC/ SOE had been done and included in the draft UC/SOE as on 31st.March 2026.
- VII) Duly authenticated "Books of Accounts", all related Dr., Cr., Jr. Vouchers for the period of said audit/ SOE, Bank Pass book/ Statement (if any) for relevant period, Fixed Assets Register, Stock Register, Crop-wise Sales Revenue Register, Advance Register etc. are to be submitted to the audit section of the Comptroller's Department for such UC /SOE along with the concerned UC/SOE formal requisition letter within 10 working days from the date of circulation of this notice.
- VIII) Sanctioned project proposal from the funding agency.
- IX) Sanction order from the office of the Directorate of Research is, needed for implementation of the concerned project.
- X) Concerned Interest amount of the reconciled bank account, earned by the concerned project fund during the FY 2025-26 should be incorporated in the draft UC format, as mentioned by the funding agency in it's sanctioned / released order/s.
- XI) Only bank reconciled expenditures are to be disclosed in the draft UC/SOE of the concerned fund. This is mandatory for the fund received & paid through PFMS.
- XII) It is to be ensured that all statutory tax liabilities have been imposed upon the relevant expenditure of the concerned fund judiciously.
- XIII) All project/programme specific "UC" reporting formalities, as prescribed by the funding agency, is/are to be clearly submitted to the Audit Section of the Comptroller's Department, along with the UC requisition formal letter