



UTTAR BANGA KRISHI VISWAVIDYALAYA  
PUNDIBARI : COOCH BEHAR : WEST BENGAL  
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COMPTROLLER'S DEPARTMENT

From: Comptroller-in-Charge,  
Comptroller's Department

Ref. No. UBKV/Comp.- 16  
Date:- 16-04-2021

**Urgent Notice**

All the employees of UBKV including all outstations are hereby requested to submit all the tax savings investment certificates as per their declaration for issuing Form 16 for the financial year 2020-21.

All the employees are hereby requested to submit such documents within 07.05.2021. If any employee does not submit all the necessary documents within the due time then his/her Form 16 cannot be processed.

It may be categorically stated that if any penalty is imposed by the Income Tax department due to non-submission of necessary documents by any individual employee, the University authority will not be held responsible.

Sd/-  
In-Charge,  
Comptroller's Department

No. UBKV/Comp-

Copy with request to circulate:

1. The Vice Chancellor, UBKV, for information
2. The Registrar, UBKV / *It is request to kindly arrange for uploading in the notice in the university web-site.*
3. All Directors of the University
4. All Deans of the University
5. All Heads of each Department of each Faculty of the University
6. All In-Charge / Programme – Coordinators – RRS & RRSS, BSF of the University
7. Deputy Registrar (Exam.), UBKV
8. Librarian, Central Library
9. In-Charge, University Engineer, UBKV
10. In-Charge, All AICRP on Specific objective i.e. Jute/Wheat/Spices/Medicinal Plant, UBKV
11. University Medical Officer.
12. Office Copy.

*[Signature]* 16/04/21  
In-Charge  
Comptroller's Department.