

**Uttar Banga Krishi Viswavidyalaya  
Comptroller's Department  
Pundibari, Cooch Behar-736165, W.B. India**

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



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**NOTICE**

Ref No. 926/UBKV/COMP/IAS & BS/ 2025-26

Dt.16/03/2026

In accordance with the FY-705 (E-16907) of the Finance Department, Audit Branch, GoWB as well as the context of the General Assembly Election Code of Conduct, I am direct to notify the attached Financial Rules & Regulations, which will be effective from today i.e.16<sup>th</sup>.March 2026 to last working day of the FY 2025-26 for the sake of public-interest of the University concerned.

All concerned key-officials of the University are requested to follow the attached financial rules & regulations during the remaining period of the March 2026 from 16<sup>th</sup>.March2026 to 31<sup>st</sup>.March 2026 of the Financial Year 2026. All attached R&R (I to IX) will be applicable and maintained in all outstation units of the UBKV also.

Kind Cooperation in this regard is highly appreciated.

Enclosure: Annexure-A

S/d-  
Comptroller/Comptroller-in- Charge  
Date:16/03/2026

Ref. No. .... /UBKV/COMP/IAS & BS/ 2025-26

Copy forwarded for information and necessary action to:

1. The Hon'ble Vice Chancellor's Secretariat, UBKV, 2) O/o The Registrar, UBKV 3) O/o The Dean-Faculty of Agriculture, , UBKV 3. O/o The Dean-Faculty of Horticulture, UBKV 4) O/o The Dean-Faculty of Technology, UBKV, 5) O/o The Dean(PGS), UBKV 6) O/o the Dean(DSW), UBKV 7) O/o the Director of Research, UBKV 8) O/o the Extension Education, UBKV 9) Director of Farms, , UBKV 10) O/o the University Engineer, UBKV 11) O/o the Medical Officer, , UBKV 12) O/o The Librarian/In-Charge, Central Library, UBKV 13) Development Officer, UBKV.14) In- Charge, RRS-HZ Kalimpong/RRS-TZ Pundibari, RRS-OAZ, Majhian, Dakshin Dinajpur, 15) In- Charge, RRSS-HZ Pedong /RRSS-TZ,Kharibari,/RRSS-OAZ, Manick Chawack, Malda

*Arnab Ghosh*

(ARNAB GHOSH)  
Comptroller- in- Charge & Assistant Auditor

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**NOTICE**

**Annexure -A**

Following Financial Rules & Regulations are to be maintained by all financially responsible units of the University during the remaining period of the March 2026 from 16<sup>th</sup>.March2026 to 31<sup>st</sup>.March 2026 of the Financial Year 2026: -

- I) No other new University Maintenance Grant (UMG) as well as Private Projects-drawing bills are to be entertained on or after 18<sup>th</sup> March2026 during the remaining period of the Financial Year 2025-26.
- II) No other new Budgetary Approval, Financial Concurrence, Supply Order (including GeM SO), Work Order, Job Order (other than Labour Job order under the Law of Land, prevailed herewith) etc are to be issued on or after 18<sup>th</sup> March 2026 during the remaining period of the Financial Year 2025-26.
- III) No BG/DD/FD or NI in consequence of any type of agreed contracts will be accepted on behalf of the University or Awardee Supplier (before 15<sup>th</sup>.March 2026), in form of EMD/PS/SD on or after 16<sup>th</sup>. March 2026 during the remaining period of the Financial Year 2025-26.
- IV) Only Government & University Student Curriculum Activity (other than UMG) related drawing bills are to be entertained during the remaining period of the Financial Year 2025-26. In case of any statutory deductions or inevitable deductions in relation to the new or objected Government or Non-Government drawing bills, last date of acceptance of such bills in the Comptroller's Department as well as such equivalent department of the outstation units of the University will be 25<sup>th</sup>. March 2026.
- V) Only Objected bills of UMG as well as Foreign or Private Project/ Programme bills are to be entertained within 25<sup>th</sup> March 2026. Thereafter no such bill is to be entertained subjected to fund availability during the remaining period of the Financial Year 2025-26.
- VI) Last date of Government Payment bill will be fixed on 26<sup>th</sup>. March 2026 because there-after remaining period of March 2026, PFMS, and SPARSH module will be overburdened as per the previous financial year ending experience.
- V) All transfer and objected advance and remittance adjustment bill will not be entertained on or after 27<sup>th</sup>. March 2026 during the remaining period of the Financial Year 2025-26VI) All statutory and inevitable deduction related drawing bills are not be entertained on or after 25<sup>th</sup>. March 2026 during the remaining period of the Financial Year 2025-26.
- VII) No any other drawing or non-drawable objected bill are to be entertained on or after 27<sup>th</sup>. March 2026 during the remaining period of the Financial Year 2025-26.
- VIII) All receipts bills are to be submitted to the Comptroller's department or it's equivalent department of outstation units within 25<sup>th</sup>. March 2026 during the remaining period of the Financial Year 2025-26
- IX) For submission of the stipulated time framed Statutory challan and returns (in connection with the Month of March' 2026, and any other Months of the FY 2025-26), previously intimated Deduction Statement in the EXCEL format, must be submitted to the Comptrollers' Department within 3<sup>rd</sup>. April 2026. It is needed to mention that New Income Tax Act 2025 will be effective on or after 1<sup>st</sup>. April 2026.