



UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI : COOCH BEHAR : WEST BENGAL
PIN – 736165
COMPTROLLER'S DEPARTMENT

From : Mr. Arnab Ghosh
Assistant Auditor &
In- Charge, Comptroller's Department

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Ref. No. UBKV/COMP/NT/R&DWRC/40/2023-24

Dt.27 /04/2023

NOTICE

It is to notify that all concerned officials are requested to deposit their collection in connection with the revenue generation activities of the Research & Development Directorate to the Bank **Account no.-740002010007173, IFSC code- UBIN0574007** of Union Bank, Pundibari Branch (**Br. Code-574007**), except revenues of the seed unit programmes and farm's activities of the R&D wing of the University within three (3) clear working days from the date of each revenue collection. Detail monthly collection statement of such revenues will have to be submitted to the Comptroller's Department in the duly filled attached format (excel file only) within the three (3) working days of the 1st. week of the upcoming next month.

It is expected that each concerned official will be ready to submit his/her collection of such revenue and subsequent **monthly collection statement of such revenues** in due time to the Comptroller's Department for smooth operation of the revenue management of the R&D wing of the University.

Enclosure: Annexure-I (Format of the Monthly Collection Statement)

Sd/-
(ARNAB GHOSH)
ICD & AA

Ref. No. UBKV/COMP/NT/R&DWRC/40/2023-24

Dt.27 /04/2023

Copy forwarded for information and necessary action to the: -

(1) The Director of Research, UBKV, Pundibari. (2) The Associate Dean, College of Agriculture, Majhian, (3) The In-Charge, RRS, Terai Zone, UBKV, Pundibari / The In-charge, RRS, Hill Zone, UBKV, Kalimpong / The In-charge, RRS, OAZ, UBKV, Majhian, Dakshin Dinajpur, (4) The In-charge, RRSS, UBKV, Kharibari, / The In-charge, RRSS, UBKV, Manikchak, Malda/ The In-charge, RRSS, Hill Zone, UBKV, Pedong (5) The Development Officer, UBKV, Pundibari. (6) The In-charge, Comptroller's Department, UBKV, Pundibari. (7) The A.D.F., (Ag.) / The A.D.F. (Hort.), UBKV, Pundibari. (8) The P.A. to Registrar, UBKV, Pundibari (9) The V. C's Secretariat, UBKV, Pundibari. (10) Notice Board: Office (11) University Website (12) Office Copy.

Arnab Ghosh

(ARNAB GHOSH)
ICD & AA



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Annexture-I

A. Statement Showing Monthly Cash Collection against DCR for the month of/2023or 2024

Date (dd/mm/yyyy)	Project/ Programme Acc. Code	Purpose of Collection	DCR Details				Token deposit no, of the Union Bank (574007)
			Book No.	Pages From	Pages To	Amount in ₹.	
Total cash collection for the Month of2023 or 2024							

B. Statement Showing Monthly Bank Collection in DD/PO/ Any other mode for the month of/ 2023 or 2024

Date (dd/mm/yyyy)	Project/ Programme Acc. Code	Purpose of Collection	Demand Draft/Pay Order/ Any other electronic pay mode				
			Bank Name	DD No.	Pay order No.	Transaction ID (Electronic pay)	Amount in ₹
Total cash collection for the Month of2023 or 2024							

C. Statement Showing Total Monthly Collection in Cash/DD/PO/Any other e-Mode for the month of / 2023 or 2024

Sl. No.	Project/ Programme Name	Project / Programme Acc. Code	Purpose of Collection	Cash (Amount in ₹.)	Other than Cash (Amount in ₹.)	Total (Amount in ₹.)
Total cash collection for the Month of2023 or 2024						

Checking Norms: A (Total Amt. in ₹.) +B (Total Amt. in ₹.) =C (Total Amt. in ₹.)

Note: Without such checking, this collection statement should not be submitted to the Comptroller's Department of the University within the stipulated time.

Prepared by
(Name, Designation)

Checked by
(Name, Designation, Seal)

Passed by
(Name, Designation, Seal)