

# UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI: COOCH BEHAR: WEST BENGAL

PIN - 736165

Phone- (03582) 270742 Fax- (03582)270249

COMPTROLLER'S DEPARTMENT

From: Mr. Arnab Ghosh

(Notice)

Assistant Auditor & Comptroller-in-Charge

Ref No.: - 01 /UBKV/Comp/NT/AGWB\_C\_Audit/2024-25

Date: 30/01/2026

I am directing to bring this notice that the Audit Team of AG, WB, (consists of 4 members initially) on behalf of AG-WB, will visit University on-campus or off-campus units of the University for the purpose of the conduction of the Compliance Audit during the period from 05<sup>th</sup>. Feb'2026 to 25<sup>th</sup>. Feb 2026. Audit Programme Schedule may be extended by the concerned audit team, if this audit team (consists of four members) feels to do so. All concerned officials (either Off-Campus or On-Campus) of the University are requested to cooperate & assist with Samiran Das, the Accounts-in-Charge, Biswajit Dey, Cashier-in-Charge, and Anindya Paul, Assistant Cashier, as liaison Officials, Debabrata Sarkar, Remittance-in-Charge, Nabinur Islam, In-Charge -Treasury Functioning, Manik Bhowmick, In-Charge-Statutory Deduction, Anindya Paul, In-Charge of PF Section, & Samir Dey, In-Charge-Salary Section of the Comptrollers' Department of the University for producing the following up-to-date financial documents, files, registers etc. along with their key personnel to the Compliance Audit Team at the time of conduction of this compliance audit programme in relation with the period ended on 31<sup>st</sup>.March 2025 in due time: -

- All Dr., Cr., Jr. Vouchers as evidential documents, arranged in chronological order
- Each Financial Year Budget Estimate, Concerned Sanction & Release orders, Treasury Control Register (if any), Expenditure Control Registers, etc.
- All Cash Book, General Ledgers, Stock Books, Stores Ledgers, Fixed Asset Registers, Salary Acquittances, Pension Disbursement Register, Statutory Remittance Control Register, Lab-Equipment Maintenance Control Register, Tour Approval for Seminar, Workshop & Symposium, Curriculum-wise Student Admission Register, Curriculum-wise Student Pass-out Registers, Student Hostel Accommodation Register, Student Collection Registers, Stipend/Scholarship Control Register, Fellowship & Post-doctoral Associateship Control Register, Contractual Staff Salary Acquittance Register, Contractual Staff's EPF Register, Contractual Staffs' Attendance Register etc.
- Bill Register, Bill Objection Register, ATD Control Register, Bill for Collection Register, Cheque Book Register, Undisbursed CASH Registers, Statutory Remittance Control Register etc.
- Cost Control Register for Farm-Produces, Seed Production Control Register, Seed & Planting Material Collection Register under FPC/FPO/PPP agreements, Fuel Control Register, Vehicle Maintenance Control Register, Purchase Day Book, Sales Day Book, Stores Ledger for Critical Inputs, Labour Requisition & Attendance Confirmation Register, Farm- Implements Maintenance Control Register, Scrape Disposal Control Registers, Job Contract Cost Control Register, All Registers in relation with controlling labour and fuel cost separately, All registers in relation with the different provisions of the M W Act 1948 & the EPF &MP Act 1952 and any amendments thereof during the period of audit concerned etc.
- DCR Collection Register, DCR Stock Book, Warehouse Maintenance Control Register, Subsidy Collection Register from Governments, Project/ Programme Cost Control Register, Credit Limit Control Register, Cheque Book Control Register, PPA/e-Pay Control Register etc.
- Bank Reconciliation Statement of all operative and non-operative bank as on 31<sup>st</sup>.March of each financial year, covered herewith.
- Cash Verification Report, Stock Verification Report as on 31<sup>st</sup>.March of each financial year, involved herewith.
- HO Remittance Register, Branch Remittance Reconciliation Statement as on 31<sup>st</sup>.March of each financial year, involved herewith.
- Tender Register, EMD Register, PS/SD Control Register, BG Control Register as Contingent Asset, Works Register, UBKV-Employee's EPF Control Register etc.
- Employee's Advance Register, HO Remittance Register, Supplier's Advance Register (if any)
- Fixed Deposit Register as on 31<sup>st</sup>.March of each financial year, involved herewith. (if any)
- Library Books Accession Register, Student Usage Archival, maintained by the library-in-charge concerned, Library Fees & Fine Collection Register (if any), EMD Register, PS/SD Control Register, BG/FD Control Register as Contingent Nature, Library Advisory Committee Meeting Register
- Hostel Accommodation Control Register, Guest House Accommodation Control Register, Quarter Allotment Register, Guest House Collection Register, Quarter Amenities Collection Register etc.
- Register for University Student Health & Hygiene Support System, Staff's Health & Hygiene Control Register, Staff's Welfare Register, Student's Welfare Register etc.

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Assistant Auditor & Comptroller-in-Charge

It is further requested to all concerned In-Charges of the outstation units of the University, to provide all logistic, Fooding & Lodging, and transportation support to the above-mentioned Audit Team at the time of conduction of such audit team in accordance with the budgetary confirmation reference no.1482/VC Secretariate/UBKV/2025-26 dt.29/01/2026, if they will visit your units for the said purpose during the audit programme period from 05<sup>th</sup>.Feb'2026 to 25<sup>th</sup>.Feb'2026. The undersigned brings to kind notice that the audit team would expect only professional work environment, assistance to day-to-day function and nothing else. It is directed to say that all related audit expenses will be borne out of related outstation contingent expenses for the budgetary period of the FY 2025-26.

It is further intimated that timely submission of documents, files, evidences etc. against audit requisition or audit queries, raised by this Compliance Audit Team are essential for successful conduction of such audit in due time frame. It is to be further noted that failure to produce necessary records, documents or to respond to the clarification, sought by the audit team would tantamount to preventing a Government Officer from performing his/her duties. Any concerned Officials cannot take or sanction any kind of leave during the period of this audit except on medical or assembly election ground.

Your kind cooperation in this regard is quite expected and appreciated.

Yours faithfully,  
S/d-  
AA&ICD, UBKV

Copy to:

- 1) Vice Chancellor, Secretariate. UBKV, Pundibari for information
- 2) Registrar for necessary intimation and communication
- 3) Director of Research for kindly communicating to all In-Charges of RRS, RRSS, ADRs or other officials, as he/she deems fit for this purpose.
- 4) Associate Dean of the Faculty of Agriculture/Horticulture/Technology/Collage of Agriculture for duly communicating the concerned officials as he/she deems fit for this purpose.
- 5) Dean, Student's Welfare, UBKV Main Campus, Pundibari, Coochbehar, for duly communicating the concerned officials as he/she deems fit for this purpose.
- 6) Dean (PGS) & Deputy Registrar, UBKV -Main Campus, Pundibari, Coochbehar for duly-2 communicating the concerned officials as he/she deems fit for this purpose.
- 7) Director of Extension Education for duly communicating & coordinating to the KVK'S SS&H & other officials, as he/she deems fit to do so.
- 8) Director of Farms for duly communicating to the Farms' officials, as he/she deems fit for this purpose
- 9) Comptroller-in-Charge for necessary intimation and communication as he/she deems fit for this purpose.
- 10) Biswajit Dey, Nabinur Islam, & Anindya Paul Comptrollers' Department, for necessary communication and coordination
- 11) Office Copy of Audit Section for necessary correspondence as it deems fit for this purpose
- 12) Juxtaposed place of the Website of the UBKV for the essential communication to all concerned officials



Arnab Ghosh  
AA&ICD, UBKV