



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.- 132
Date:- 02/07/2020

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 2019-2020.

All the employees are hereby requested to submit such documents within 21.07.2020. If any employee does not submit all the necessary documents within the due time then his/her Form 16 can not 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:

The Vice Chancellor, UBKV, Pundibari.

The Registrar, Asstt. Registrar, Development officer, UBKV, Pundibari

D.R., D.E.E., D.F./A.D.F. -UBKV, Pundibari

Dean, F/Agriculture; Dean, F/Horticulture; Dean, F/Agril. Technology; Dean, Students's Welfare, UBKV, Pundibari

In-Charge, Agriculture college of Majhian, UBKV

Dy. Registrar (Exam.), UBKV, Pundibari

In-Charge-Work's Department, Central Library, Medical Officer, UBKV, Pundibari

In-Charge, AICRP on Jute/ Wheat/ Spices/ Medicinal Plant, UBKV,

In-Charge-RRS-Tarai Zone-Pundibari, Hill Zone-Kalimpong, Alluvia Zone-Majhian, UBKV

In-Charge RRSS-Kharibari, Manikchak, Pedong, Dolpach UBKV,

In-Charge, Agro-Mate Service-Tarai, Hill, Alluvia Zones, UBKV

HOD- Agronomy/ Soil Science and Ag. Chemistry/ Genetics and plant breeding/Economics/

Ag.Pl.Physiology/Ag.Extension/Ag.Statistics/Ag.Entomology/Ag. Pl. Pathology/ Ag. Biochemistry,

Faculty of Agriculture, UBKV, Pundibari.

HOD- Pomology & Post Harvest Technology/ Plantation Crops & Processing/ Vegetable & Spices Crops/

Floriculture, Medicinal & Aromatic Plant/Forestry, Faculty of Horticulture, UBKV, Pundibari.

Notice Board: Office/Library/ Farm Office, UBKV, Pundibari, UBKV website.

Office Copy

In-Charge
Comptroller's Department.