



UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI : COOCH BEHAR : WEST BENGEL

PIN – 736165

Phone – (03582) 270142 Fax – (03582) 270249

COMPTROLLER'S DEPARTMENT

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

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Ref. No: UBKV/Comp/ 87/24-25

Dated: 30/May/2024.

NOTIFICATION

It is being notified to all concerned, that, each monthly Salary, Scholarship, Wages, Fellowship, Associateship, Renumeration, Bill will not be acknowledged for disbursement without duly authenticated "Working Certificate" or an "Absentee Statement". It is needed to consider that authentication should be done by the Competent Authority.

This is for general Information & necessary Action.

A draft copy of the Working Certificate is attached with this Notification for future use.

Sd/-
(Arnab Ghosh)

Copy to:

- 1). Vice Chancellor's Secretariat.
- 2). The Registrar, UBKV.
- 3). The Director of Research, UBKV.
- 4). The Deans(Agri/Hort./Tech./Students Welfare/CoA)
- 5). The ADR(Terai Zone/ Alluvial Zone/Hill Zone)
- 6). All Heads(Department of Agri/Hort/Tech/AICRP's)
- 7). In Charge RRS(HZ/OAZ/TZ) & RRSS(HZ/OAZ/TZ).
- 8). The Deputy Registrar(Exams)
- 9). The Asstt. Librarian, UBKV.
- 10). In Charge, Works Deptt.
- 11). In Charge, Medical Unit.

Arnab Ghosh
(Arnab Ghosh)

30.05.24.

Working Certificate

Certified that Mr./Mrs./Ms. _____, who is now working in the Post of _____ & placed at _____, with Enrolment No. _____ dated. _____ for a tenure of _____ Year/Months.

His/Her Payment for the month of _____ may please be released.

Thanking You,

(Authority Signatute & Seal)