



RABINDRA BHARATI UNIVERSITY

No.: RBU/FO/ 13 /21-22

Date: 02-08-2021

Urgent Communication

All the permanent employees are requested to collect **Form-16** for the F.Y.- 2020-21 (A.Y.- 2021-22) in person *or* through duly authorized person from Salary Section of the Finance Department only on **Monday and Thursday (12:00 noon to 4:00 p.m.) from 05-08-2021.** Written authorization letter with attested signature and copy of identity proof of the authorized person is mandatory for collecting the Form-16 through the Authorized Person.

Finance Department solicits your all possible help & kind cooperation in this emergent situation.

Debdatta Roy
Finance Officer