



**Rabindra Bharati University**  
**56A, B.T Road, Kolkata-50**

Ref. No.: RBU/FO/378/COVID-19/04

Date: 28.04.2020

**URGENT COMMUNICATION**

In view of the compelling situation arising out of COVID-19 Pandemic, following important announcements are made relating to disbursement of Salary, Pension, Family Pension and allied matters for all concerned:

1. **Salaries of the permanent employees for the month of April, 2020** have been processed and arrangements have been made with the Banks for disbursement of the same on **30<sup>th</sup> April, 2020**, despite the total Lockdown of the country in view of the COVID-19 Pandemic.

Individual donations towards West Bengal State Emergency Relief Fund as per consent of the respective employees in response to the appeal of the Hon'ble Vice-Chancellor have been recovered from the salary bill of the concerned employees and the collected amount will be transferred to the West Bengal Emergency Relief Fund 2020. (*Gross Salary for the purpose of this donation means: Basic + DA*)

Necessary care has been taken for an error-free salary bill, but still there may be few mistakes, which will be rectified later. Necessary adjustment for over payment / short payment (if any) will be made with the payment of subsequent month(s).

2. The **Pensioners / Family Pensioners** are also assured that arrangements have been made with the Banks for disbursement of their Pensions / Family Pensions for the month of April, 2020 on **2<sup>nd</sup> May, 2020**. Kindly note that **unrevised Pension / Family Pension will be released**, as the revision order for the CPF Scheme is yet to be received from the State Government.

Necessary care has been taken for an error-free pension / family pension bill, but still there may be few mistakes, which will be rectified later. Necessary adjustment for over payment / short payment (if any) will be made with the payment of subsequent month(s).

**Considering the present situation due to COVID-19 outbreak, last date for submission of 'Life Certificate' has further been extended up to 22<sup>nd</sup> June, 2020 (4 p.m.).**

3. Necessary arrangements have been made for disbursement of Remuneration of all the **Contractual Teachers & Staffs** for the month of **April, 2020** and wages of **daily rated employees** for the month of **April, 2020** on **4<sup>th</sup> May, 2020** through their respective bank accounts. They need not to visit Finance Department for this purpose during this lockdown period. The same has been processed on the basis of salaries & wages paid for the month of February, 2020 to the concerned persons. Necessary adjustment for over payment / short payment (if any) will be made with the payment of subsequent month(s).
4. Remunerations for the month of April, 2020 relating to Guest Teachers (Faculties of Arts, Fine Arts & Visual Arts, SOLC and Adult Continuing Education), Guest Accompanists, University Museum Guides & Technical Assistants, Performers of University Repertory Theatre have been processed on the basis of remunerations paid for the month of February, 2020 to the concerned persons and same will be disbursed to their respective bank account on **4<sup>th</sup> May, 2020**. Necessary adjustment for over payment / short payment (if any) will be made with the payment of subsequent month(s). They need not to visit Finance Department for this purpose during this lockdown period.
5. In view of the Lockdown of the country the Vendors, Service Providers and other payees of the University are requested to bear with us for our inability to make the payments at present moment. The payments will be processed as soon as we resume normal activities.

Finance Department solicits your all possible help & kind cooperation in this emergent situation. Kindly Stay at Home, maintain Social Distancing, follow all the health related precautions & government orders. For any further emergency query please contact over phone (Mobile: 9163365935) and through email (debdata.rbu@gmail.com). Hope we shall overcome this Pandemic situation very soon.

Debdatta Roy  
Finance Officer