

**Rabindra Bharati University**

**56A, B.T. Road, Kolkata – 50**

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| **Sub:** | **Appeal for contribution to the West Bengal Emergency Relief Fund 2020 to combat the COVID-19 Pandemic** |

Dear Colleagues,

The Novel Corona virus (COVID-19) is wreaking havoc on the lives, societies and economy of millions of people across the world. Our country is also passing through this phase of unprecedented bio-catastrophe of human history. In order to keep all of us safe, the doctors, nurses, caregivers, other health workers, conservancy workers all are tirelessly working round the clock. But, there may be a huge scarcity of appropriate masks, hand-sanitizers and personal protection gears for the health workers or of ventilators for virus-affected patients affected. Meanwhile, in order to contain further spread of the virus, a total lockdown of the country has already been declared with effect from 5 PM of March 23, 2020, which is likely to continue till April 14, 2020, or even beyond. Such a situation is bound to affect the poorest people, daily-wage earners, mostly working in the unorganised sector, and migrant labour most adversely. Therefore, it is imperative for all conscientious individuals and institutions to donate as generously as possible for the cause of humanity.

Our University has already donated a sum of Rs. 22 lakh (Rupees twenty-two lakh only) from its own fund to the West Bengal Emergency Relief Fund 2020 for this noble purpose. We take this opportunity to request all our dear colleagues to respond to the appeal for contributions to the West Bengal Emergency Relief Fund 2020 to fight the corona pandemic. The majority of the teachers, officers, non-teaching employees, pensioners, family pensioners have expressed their desire to contribute for this noble cause.

We shall remain extremely grateful if all our colleagues can contribute at least one day’s gross salary by way of donation to the West Bengal Emergency Relief Fund 2020. However, all the contributions will be on voluntary basis. We would also earnestly request all our colleagues, who wish to contribute to kindly send their consent for contributions to the West Bengal Emergency Relief Fund 2020 by completing the enclosed format that may please be emailed to: **rbucoronafund@rbu.ac.in** within April 17, 2020 (by 4 PM) positively.

This will enable the University to recover the donated amount from the Salary / Pension / Family Pension for the month of April 2020 and transfer the collected amount to the West Bengal Emergency Relief Fund 2020.

It may be noted that, your contribution will be exempted under Section 80G of the Income Tax Act. For any further query or clarification, please contact the Finance Officer of the University over phone (Mobile: 9163365935) and through email (debdatta.rbu@gmail.com).

Let us join hands to fight this threat to our common humanity, together we will win this battle.

Thank you very much. Please stay well, stay safe.

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|  | Sabyasachi Basu Ray Chaudhury  Vice-Chancellor |



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**56A, B.T. Road, Kolkata – 50**

**Contribution to the West Bengal Emergency Relief Fund 2020 to combat the COVID-19 Pandemic**

To

The Finance Officer,

RBU

I would like to contribute one full day’s Gross Salary / Pension / Family Pension **Or** a sum of Rs ……………………… (Rupees ...............................................) in response to the appeal of the Vice-Chancellor for donation to the University for onward transmission to the West Bengal Emergency Relief Fund 2020 to combat the COVID-19 Pandemic. The amount may be deducted from my Salary / Pension / Family Pension for the month of April, 2020.

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Signature in full [enter name in BLOCK LETTERS if submitting online]

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| **Name** | **:** |  |
| **Designation** | **:** |  |
| **Department** | **:** |  |
| **Employee Code** | **:** |  |
| **Mobile No.** | **:** |  |
| **Date** | **:** |  |

**[Kindly submit this form within April 17, 2020 (up to 4 PM) positively by email: rbucoronafund@rbu.ac.in]**