



# RABINDRA BHARATI UNIVERSITY

No.: RBU/FO/19 /24-25

Date: 06-06-2024

## Internal Communication

All the permanent employees are requested to collect **Form-16** for the F.Y.- 2023-24 (A.Y.- 2024-25) in person *or* through duly authorized person from Salary Section of the Finance Department from 11-06-2023 (12:00 noon to 4:00 p.m.). 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 regard.

*Pradipta Kundu* 06.06.24

Pradipta Kundu  
Finance Officer (Acting)