



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)
कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ भारत रैंकिंग 05 :2016 और नाक द्वारा ए ग्रेड प्राप्त
Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

No. F. 27-1/97(GA-I)/2667

Dated: 27.09.2018

Appeal for Donations for Flood Victims of Assam & Kerala

Madam / Sir,

We are all aware that devastating waves of **flood** has recently affected lakhs of people in Assam and Kerala, causing widespread damages to life and property across both the states. As the Tezpur University fraternity has always stood by the victims of any such disaster, it will only be our humanitarian duty to extend whatever possible help for the people affected by the floods in Assam and Kerala.

Appeals from the Ministry of HRD, Govt. of India as well as from senior faculty members of the University have urged for donations by the employees for the benefit of the flood affected people.

As such, it is proposed to make donations towards the **Chief Minister's Relief Fund** of both the States.

All the employees of the University are hereby **urged to make voluntary contributions** from their salary for the month of October, 2018 for donating towards the Chief Minister's Relief Fund. The contributions can *either* be single *or* multiple days' salary.

A format of authorization for deduction of the contribution from the salary for the month of October, 2018 is attached herewith. Duly signed authorization may kindly be forwarded to the Finance Officer within **10.10.2018** for further necessary action. All the Heads of Departments / Centers / Cells / Offices are requested to kindly bring it to the notice of all employees under their administrative control and facilitate the collection of contributions.

With regards,

Sd/-
Registrar i/c

Format of Authorization for Deduction from the Salary for the Month of October, 2018 for Contributions towards the Chief Minister's Relief Fund of Assam & Kerala.

To,

Date:

The Finance Officer,
Tezpur University
Napaam, Tezpur
Assam – 784028

Through the Head of the Dept./Centre/Cell/Office.....

Sir,

I, _____, hereby authorize you to deduct
_____ (_____) day's / days' salary from my salary for the month of October, 2018 towards
contribution for the **Chief Minister's Relief Funds of Assam & Kerala.**

Yours faithfully,

Signature :

Name :

Employee Id :

Dept./Centre/Cell/Office: