



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)/1816

Dated: 30/07/2019

Appeal for Donations for Flood Victims of Assam

Madam / Sir,

We are all aware that devastating waves of floods has recently affected lakhs of people in Assam, causing widespread damages to life and property. As the Tezpur University community 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.

As such, it is proposed to make donations towards the Chief Minister's Relief Fund of Assam. All the employees of the University are hereby **urged to consider for voluntary contributions** from their salary for the month of **August, 2019** for donating towards the Chief Minister's Relief Fund. The contribution can either be **single or multiple days' salary or an amount at the wisdom of the donor.**

A format of authorization for deduction of the contribution from the salary for the month of August, 2019 is attached herewith. Duly signed authorization may kindly be forwarded to the Finance Officer within 10/08/2019 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 the authorization of the contributions.

With regards.

Yours faithfully,

Sd/
Registrar

**Format of Authorization for Deduction from the Salary for the Month of August, 2019
for Contributions towards the Chief Minister's Relief Fund of Assam**

To,

Date : /07/2019

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 Rs _____ or _____ day's / days' salary from my
salary for the month of August, 2019 towards donation for the flood affected people of Assam
through Chief Minister's Relief Funds of Assam.

Yours faithfully,

Signature	:
Name	:
Employee Id	:
Dept./Centre/ Cell/ Office	: