



Prof. Subhendu Bikash Goswami
Registrar

Email: registrar@bckv.edu.in
regbckv@gmail.com
Mob.: 8335917209

No.: REG/4/L-03

Date: April 02, 2026

NOTIFICATION

Subject: Collection of Appointment and/or Promotion Letters of members of staff

All Drawing and Disbursing Officers (D.D.O.s) and the concerned Officers of the University are hereby requested to facilitate the process of collection and submission of appointment letters and/or promotion orders (in respect of the last post held) of all employees—teaching, non-teaching, and officers—who have been/were posted under their jurisdiction **during the last five (05) years (from January 2021 to March 2026)**.

The information / documents must be submitted as **soft copy** through Google form link (<https://forms.gle/scXz8uQnezxyNdBJ7>). This information is being collected as part of the documentation required for the accreditation process of the University.

The information/documents should be submitted **within April 08, 2026**.

This should be treated as most urgent.

Cooperation of all concerned in this matter will be appreciated.

Sd/-
Registrar

No.: REG/48/L-03/19

Date: 02.04.2026

Copy forwarded for kind information and necessary action to - with a request for wide circulation to all concerned down the ladder

1. The Dean, Faculty of Agriculture, BCKV, Mohanpur, Nadia.
2. The Dean, Faculty of Horticulture, BCKV, Mohanpur, Nadia.
3. The Dean, Faculty of Agricultural Engineering, BCKV, Mohanpur, Nadia.
4. The Dean, Post Graduate Studies, BCKV, Mohanpur, Nadia.
5. The Dean, Students' Welfare, BCKV, Mohanpur, Nadia.
6. The Associate Dean, College of Agriculture, BCKV, Burdwan.
7. The Associate Dean, College of Agriculture, BCKV, Susunia, Bankura.
8. The Director of Research, BCKV, Mohanpur, Nadia.
9. The Director of Extension Education, BCKV, Mohanpur, Nadia.
10. The Director of Farms, BCKV, Mohanpur, Nadia.
11. The Deputy Registrar, BCKV, Mohanpur, Nadia.
12. The Special Officer (Development), BCKV, Mohanpur, Nadia.
13. The Incharge, Comptroller's Department, BCKV, Mohanpur, Nadia.
14. The Librarian, BCKV, Mohanpur, Nadia.
15. The Assistant Medical Officer, BCKV, Mohanpur, Nadia.
16. The Superintendent, Establishment Section, BCKV, Mohanpur, Nadia.
17. The Security Officer, BCKV, Mohanpur, Nadia.
18. The Secretary, Pensioners' Association, BCKV, Mohanpur, Nadia.
19. Vice-Chancellor's Secretariat, BCKV, Mohanpur, Nadia
20. Office Copy.

Reg. Goswami
Registrar 2.4.26