



# HIJLI COLLEGE

Estd. – 1995

(Affiliated to Vidyasagar University)

Post - Hijli Co-operative, Kharagpur, PIN - 721306, Paschim Medinipur

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From:-

Dr. Asis Kumar Dandapat

*Principal*

Sub.: Appeal for contribution to Hon'ble Chief Minister's Relief Fund  
to contribute CORONA Pandemic.

Dear esteemed colleagues,

I take this opportunity to request all teachers (all categories) and employees of the College to respond to the appeal for contributions to the Chief Minister's Relief Fund (vide Govt. of West Bengal Memo No. 1411-F(Y) dated 24/03/2020) to fight the CORONA pandemic which was posed the biggest ever treat to the entire humanity.

To prevent the spread of CORONA virus, a total lockdown of the country has started from 24<sup>th</sup> March, which may continue upto 14<sup>th</sup> April, 2020. A situation like this is bound to exert an adverse impact on the weaker classes of the society. I am sure you will all agree that it is our duty to extend our fullest support to our Hon'ble Chief Minister's commendable endeavor to provide relief and rehabilitation to the halpless victims of this unprecedented crisis.

I therefore request, all my colleagues to send their contribution to the Chief Minister's Relief Fund by completing the enclosed format which may please be emailed within 9<sup>th</sup> April, 2020 to [hijlicollegekgp@gmail.com](mailto:hijlicollegekgp@gmail.com).

This will enable the College to recover the donated amount from the Salary of April, 2020 and transfer the collected amount to the Chief Minister's Relief Fund.

All contributions to the Chief Minister's Relief Fund will be entitled to receive a 50% deduction from Gross Total Income under 80(G) of the I.T. Act, as per rule.

For details contact:- Prof. Asit Sau, T.C.S., Mob.:9647471711, Sri Subrata Pattanayak, Head Clerk, Mob: 9474973035, Sri Tarun Sing, Accountant, Mob.: 9434155248

Thank you and please stay safe and well.

Dated: 31/03/2020

Sd/-  
(Dr. Asis Kumar Dandapat)  
Principal

To, The Principal, Hijli College,

I would like to contribute one full day salary / a sum of Rs. \_\_\_\_\_ in response to the call of the Principal for donation for onward transmission to our Chief Minister's Relief Fund to combat the CORONA virus. The amount may be deducted from my Pay Bill.

\_\_\_\_\_ (Signature in full (enter name in

Block Letters if submitting online)

Name \_\_\_\_\_ Designation

\_\_\_\_\_ Department \_\_\_\_\_ Emp. Id. (HRMS)

Dated \_\_\_\_\_ [To submit within 09/04/2020 by mail]