The Directors of Institutes,
The Deans of the Faculties,
The Heads of the Departments/Offices/Units,
The Principals of the Colleges/Schools,
The Admin. Warden/Wardens of the Hostels,
The Joint Registrar & Secretary to the Vice-Chancellor,
All the Drawing and Disbursing Officers,

BANARAS HINDU UNIVERSITY.

Sub: Submission of correct PAN Number – regarding.

Dear Sir/Madam,

Kindly refer to the Income Tax Circular issued every year and the latest circular dated 8.11.2016 (page No.2) on the subject cited above. Notifications are issued from time to time on this subject but left without any heed.

It has been noticed that in certain cases, due to mistake in the PAN number, the TDS deducted has not been credited in the proper Income Tax account of the employee concerned and as a result employee is served with notice by the Income Tax Department.

It is, therefore, notified for all the employees of the University that if they find any mistake in the PAN number/not mentioned the same on the Pay Slip of the employee, he/she may inform the same immediately, along with a copy of the PAN card to the E.D. Cell of the Central Registry for correction of the same. 20% TDS will be deducted without allowing benefit of rebate on savings even after production of certificate/documents, if the PAN no is not mentioned or wrongly furnished.

This may be treated as most urgent.

Yours faithfully,

Jt. Registrar (A/cs)

Varanasi 221005, UP, INDIA
T: 91-542-6701730, 2368227, 2307241