



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110075**

No. F. IPU/Acctts/TDS/2011-12/238

Dated: 04/07/11

**Circular**

As per the guidelines of Income Tax Department while deducting Tax at Source correct PAN is to provided in the income tax return filled with them by the department. In many occasion, it has noticed that details of PAN provided by the employees not found correct which resulted further inquiry from income tax department. It is, therefore, requested that all faculties/staff of this University to provide a photocopy of PAN card with Employee Code to the Accounts Branch positively by **15<sup>th</sup> July 2011** so that PAN numbers be correctly quoted in income tax return.

This issues with the approval of Controller of Finance.

*Anand Singh*

(Anand Singh)

Account Officer/DDO

**Copy to:**

1. All Head of Departments.
2. All Deans (USS)/UIRC
3. All Directors
4. Chief Engineer, UWD.
5. All JR's/DR's/ADR's/AR's/PRO →
  - Affiliation
  - Coordination
  - Gen. Admn./Purchase/Store
  - Planning & Policy
  - Academic
6. Incharge (Personnel)
7. FO-I/FO-II
8. PS to VC
9. PS to Registrar
10. PS to COF
11. PS to COE
12. Server Room with the request to upload on University website along with income tax investment declaration form for the year 2011-2012.
13. Guard File

o/c