No. IPU/Acctts/Aadhaar/2017-18/31

OFFICE ORDER

Attention of all the Faculty, Officers and Staff of the University is drawn towards the recent introduction of Section 139AA of the Income Tax Act 1961 as introduced in the Finance Act, 2017 by Govt. of India making it mandatory for quoting of Aadhaar/Enrolment ID of Aadhaar application form, for filing of return of income.

Taking into account the introduction of above referred provision, it has become necessary on the part of employer also, to obtain Aadhaar Card number of the employees whose TDS is being deducted so that all the tax payers may get correct credit of the same. It is, therefore, stressed upon all the Faculty, Officers and Staff of the University to get them enrolled for Aadhaar Card and get it linked with the PAN card and also submit the copy of the Aadhaar card to the Finance and Accounts Department immediately.

All concerned can have the detailed information for obtaining the Aadhaar Card on the link https://aadharcarduid.com/aadhaar-card-center/district/South-West-Delhi-29083_Delhi-8907.

Procedure for Linking PAN Card and Aadhaar Card is also explained here as under:

1. In order to link PAN and Aadhaar cards, tax payers have to first register on the Income tax e-Filing portal. Once they have done so, they are to follow the steps outlined below.
2. Log in to the e-Filing portal of the Income Tax Department by entering the log-in ID, password and date of birth.
3. On logging in to the site, a pop up window will appear, prompting you to link your PAN card with Aadhaar card.
4. Details such as name, date of birth and gender will already be mentioned as per the details submitted at the time of registration on the e-Filing portal.
5. Verify the details on screen with the ones mentioned on your Aadhaar card.
6. If the details match, enter your Aadhaar card number and click on the "link now" button.
7. A pop-up message will inform you that your Aadhaar card has been successfully linked to your PAN card.

It may be noted that in the absence of Aadhaar Card No., it will not be possible to process and release the salary henceforth.

(C Arvind)
Registrar
Copy forwarded to the followings for information and wide circulation among all the staff members:

1. All Deans, Directors of the University
2. Controller of Exam
3. In-charge, Library
4. All Joint Registrar / Deputy Registrar & Department / Branch heads
5. Executive Engineer (UWD)
6. FO’s, SO, DDO & AAO’s.
7. DR (GA), specifically with the direction to arrange for a Camp/Counter for obtaining Aadhaar Card, in the University Campus, at the earliest possible.
8. AR to Hon’ble VC for kind information of Hon’ble Vice Chancellor
9. SO to Pro VC for kind information of Pro Vice Chancellor
10. AR to Registrar
11. Guard File
12. In-charge (Server Room) for uploading this office order on the University website urgently.

(Shallesh Gupta)
Finance Officer