

**UNIVERSITY OF AGRICULTURE SCIENCE
BANGALORE – 560024**

No.C./ S – II /IT – PAN/2008-09

DATE : 18/01/2010

CIRCULAR

While Income Tax statement is submitted by the employee to the concerned drawing officer and Income Tax is being deducted at the source without their Permanent Account Number [PAN]. It is difficult to submit the quarterly Income tax of the University to the Income tax department.

As under Income tax rule it is a primary duty and responsibility of each employee to obtained valid ten digits number of Permanent Account Number and to furnished the same to the deductors of Income Tax. If any employee/ assessee failed to do so, he is liable for the penalty which may be extended to Rs 10,000. Therefore all the employee of University of Agriculture Science Bangalore should have valid ten digits Permanent Account Number and quote the same at the time of submitting the income tax statement and while dedicating at the source.

If the employee does not have the valid ten digits Permanent Account Number he has to apply the same and furnished the correct Permanent Account Number to the drawing officer/ Controlling Office, immediately before 31/01/2010 and the same has to be sent to this office to update in the pay model, failing which they will have to face further penal consequences under Income Tax Act and the salary for the month of February 2010 will be held up.

This may be please treated as top most urgent


Comptroller

C.C. To

1. All the Officer of the University.
2. All Drawing Officers/ Controlling Officers of the University with a request to circulate this among staff members to obtained the same and submit to the comptroller's office.
3. Office copy.