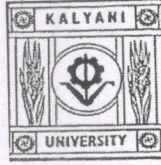


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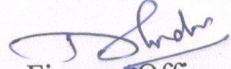


FINANCE DEPARTMENT

NOTICE

Sub:- Disclosure of Permanent Account Number (PAN)

1. It is hereby noted and directed to all Head of Departments (HoDs) of Academic Departments and Administrative Departments including DODL to request to all guest/part-time/visiting faculty/moderator/examiner to submit the Permanent Account Number (PAN) details alongwith the photocopy of PAN and their contact number to their concerned departments of their said engagement.
2. The Concerned Department while preparing the bill has to incorporate the PAN Number along with photocopy of PAN, name, contact number and other information pertaining to payment of bill. The process of providing the said information for every bills of the concerned department will be repeated even if the name of the guest faculty appears again for the subsequent bills.
3. If the PAN information is not being provided correctly or not provided, the payment will not be processed for the concerned guest faculty and the entire bill of that concerned department will be kept on hold for further processing for which no explanation will be entertained.
4. Such disclosure of PAN is mandatory as the payment made of this kind is chargeable under The Income Tax Act,1961. During the audit procedure conducted by Comptroller and Audit General of India (CAG) they have raised the said issue and directed for implementation with immediate effect.
5. All HoDs are therefore requested kindly to cooperate for the above.
6. This notice is being issued with kind concurrence of the Hon'ble Vice – Chancellor.


Finance Officer
Finance Officer
University of Kalyani