



Ac/Finance/2023-24/281,

Date :- 29-06-2023

URGENT

CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDTW University
2. All Directors/Heads/Co-ordinators/In-Charge of the University
Departments at Churchgate, Juhu & Pune Campuses

Subject :- Surrender of Permanent Account Number (PAN) immediately

Dear Sir/Madam,

This is to inform you that, any institution or person should not have more than one PAN. Under the Income Tax Act, penalty for having more than one PAN is Rs.10,000/-. Any department/institution who have not yet surrendered their institutions PAN should do it on priority basis.

The following procedure may be followed for surrender of PAN :-

ONLINE Step 1: Fill and submit PAN Change Request application form by mentioning the PAN which you are using currently on top of the form. All other PAN/s inadvertently allotted to you should be mentioned in item no. 11 of the form and the corresponding PAN card copy/s should be submitted for cancellation along with the form . <https://www.tin-nsdl.com/faqs/pan/faq-pan-cancellation.html>

OFFLINE Step 1 Fill up Form 49A for Change or Correction in PAN, mention the PAN number to be surrendered and submit the form to the nearest UTI or NSDL TIN facilitation centre. Save a copy of Acknowledgment for future reference

Step 2 – Write a letter addressed to the Assessing Officer of your jurisdiction (You can find your Jurisdiction officer from www.incometaxindiaefiling.gov.in (Know your Jurisdiction



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

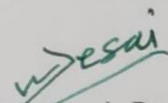
1, Nathibai Thackersey Road,
Mumbai - 400020.

Officer). Mention your personal details such as the full name on your PAN card, date of birth (or date of incorporation in case of companies or firms), PAN card number to be retained and details of duplicate PAN card being surrendered and keep the acknowledgement received.

Step 3 – At the time of submission of Letter mentioned in Point 2 above, also enclose a copy of Duplicate PAN to be surrendered along with Acknowledgment Copy obtained from NSDL TIN facilitation center as obtained in point 1 mentioned above.

This is for your information and further necessary action by 10th July 2023.

Once done, kindly intimate the Finance and Accounts Department immediately.


(Vikas Vinayak Desai)
Finance and Accounts Officer

Copy submitted to :-

1. Hon. Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.
2. Hon. Pro.Vice-Chancellor, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Information:-

1. The Registrar, S.N.D.T. Women's University, Mumbai – 400 020.
2. The Dean, Faculty of Humanities, S.N.D.T. Women's University, Mumbai – 400 020.
3. The Director, Board of Examinations and Evaluation, S.N.D.T. Women's University, Mumbai – 400 049.
4. Director, B.M.K. Knowledge Resource Centre, S.N.D.T. Women's University, Mumbai-20.
5. Director, Innovation, Incubation and Linkages
6. Secretariats of Hon. Vice-Chancellor, Pro.Vice-Chancellor, Registrar, DOEE.

Copy for Finance & Accounts Section Record:-

1. Finance & Accounts Section – Standing Order File.