



SHREEMATI NATHIBAI DAMODAR THACKERSEY

## WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road, Churchgate, Mumbai - 400 020.  
Telegram : UNIWOMEN • Telephone : 2203 1879 • Fax : 2201 8226  
Website : www.sndt.ac.in

Ref. No.

Ac/Finance/2014-15/ 56.

April 22, 2014

### CIRCULAR

To,

1. All Principals of the Colleges conducted by SNDT Women's University.
2. All Directors/Heads/Coordinators/In-charge of the SNDT Women's University Departments at Churchgate, Juhu & Pune Campuses.

### Subject: - Quoting University PAN NO

Sir/Madam,

This is to bring to your notice that all the departments are requested to use University PAN No. i.e. AACTS2211D for all their transaction (for tax deductors like Banks and others as applicable) w.e.f. 1<sup>st</sup> April, 2014.

All departments/institutions that have obtained separate PAN from the University's PAN should send original PAN card with three copies for surrendering to Finance & Accounts Department and should stop using / quoting the separate PAN wef April 01, 2014 Only once the e-tds returns & Assessments are completed for the same till 31<sup>st</sup> March, 2014. Send us the year wise details of Income Tax notices received by your department. The departments/institutions should immediately communicate the University's PAN with fresh KYC to their bankers/other deductors as applicable and submit TDS non-deduction declarations again with the University's PAN (as informed above).

The Department using their own TAN No can use their separate TAN No & file e-tds return separately using their departmental TAN No. TAN has been/is to be obtained by each Department/institution liable to deduct tax at source separately. TAN also has 10 alpha-numeric

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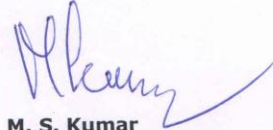
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digits but is location based i.e., for departments/institutions in Churchgate and Juhu, TAN will start with "MUM" whereas for those located in Pune, TAN will start with "PNE".

These instructions are to be strictly followed and all Departments/institutions should send confirmation in writing of compliance with these instructions to the Finance & Accounts Office e-mail confirmation to [dfo@sndt.ac.in](mailto:dfo@sndt.ac.in), [afo@sndt.ac.in](mailto:afo@sndt.ac.in), [accountant@sndt.ac.in](mailto:accountant@sndt.ac.in) & [finance@sndt.ac.in](mailto:finance@sndt.ac.in) by April 25<sup>th</sup>, 2014.

The Changes proposed are effective from 1<sup>st</sup> April, 2014.



**M. S. Kumar**

**(Finance & 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 Director, B.C.U.D., S.N.D.T. Women's University, Mumbai – 400 020.
3. The Controller of Examination, S.N.D.T. Women's University, Mumbai – 400 020.
4. The University Librarian, S.N.D.T. Women's University, Mumbai – 400 020.

Copy for Finance & Accounts Section record:-

1. Finance & Accounts Section – Standing Order File.