

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
*(formerly Bengal Engineering and Science University, Shibpur)*  
**HOWRAH – 711 103**

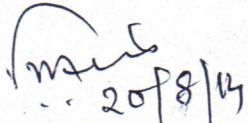
No.12F/2014-15/078

Date : 20.08.2014

**C I R C U L A R**

This is for information to all concerned that PAN (Permanent Account Number) is required for submission of Quarterly Return of TDS for Income Tax purpose. So each employee is requested to kindly examine the PAN quoted on the Pay Slip each month and if any discrepancy is found, he/she is requested to inform in writing with the photocopy of PAN to the undersigned for necessary rectification in the office records.

This may be a very small issue but urgent in nature. Therefore, cooperation from all employees is solicited in this regard.

  
(S. N. Datta)  
Finance Officer (Actg.)

Copy to :

1. All Deans.
2. All Head of the Deptt/Director of Schools and Centres.
3. Registrar
4. Controller of Examinations
5. All Officers
6. Advisor (Finance)
7. Executive Secretary to the Director
8. Librarian(Actg.)
9. All Sections-in-Charges
10. Workshop Superintendent
11. All Senior/Junior Superintendents in Charges
12. Smt. Purnasree Das for uploading on the Website.
13. File copy.