

L.G.S.

OFFICE OF THE I.T.O. (SYSTEMS)  
12, SADHU VASHANI ROAD, PUNE 411001.  
DATE : 05/03/94

TO  
SARFARJ SOCIAL ACTION HUMANPOWER CRE  
GULMOHAR 33110  
PUNE 411014

DEAR SIR / MADAM,

SUB : ALLOTMENT OF TAX DEDUCTION ACCOUNT NUMBER REGARDING  
REF : YOUR APPLICATION DATED 09/02/94

THE TAX DEDUCTION ACCOUNT NUMBER (TAN) ALLOTTED TO YOU IS GIVEN BELOW.

S-2953-G( )  
PUNE

YOU MAY NOTE THAT THE TAX DEDUCTION ACCOUNT NUMBER CONSISTS OF A TOP LINE AND LINE. THE TOP LINE INDICATES THE UNIQUE IDENTIFICATION NUMBER GIVEN TO YOU IN CONNECTION WITH THE TAXES TO BE DEDUCTED AT SOURCE IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 192 TO 194, 194-A, 194-B, 194-BB, 194-C, 194-D AND 195. THE BRACKET PORTION IN THE TOP LINE TO BE FILLED UP BY YOU, IN THE MANNER DESCRIBED IN PARA(3) BELOW TO IDENTIFY THE NATURE OF DEDUCTION, THAT IS TO SAY WHETHER IT IS FROM SALARY, INTEREST ETC. THE BOTTOM LINE WOULD INDICATE STANDARD ABBREVIATION FOR THE PLACE WHERE THE I.T.O. TO WHOM YOU HAVE TO SUBMIT YOUR STATUTORY RETURNS IN CONNECTION WITH THE VARIOUS PROVISIONS IN THE INCOME TAX ACT 1961, IS STATIONED. ALL THE TDS CHALLANS SHOULD INVARIABLY BE FILLED ON THE ABOVE PATTERN QUOTING BOTH THE LINES OF THE NUMBER WHERE THE TOP LINE IDENTIFIES THE DEDUCTOR AND THE NATURE OF DEDUCTION AND THE BOTTOM LINE IDENTIFIES THE STATION.

2. WHILE QUOTING THE TAN IN CHALLANS, T.D.S. CERTIFICATES ETC YOU ARE REQUESTED TO USE THE FOLLOWING ABBREVIATED CODE IN BRACKETS ON THE TOP LINE OF YOUR TAN, IMMEDIATELY AFTER THE T.A.NO. TO DENOTE THE NATURE OF PAYMENT.

- 1. SALARY .....S
- 2. INTEREST ON SECURITIES .....T
- 3. DIVIDENDS .....D
- 4. INTEREST OTHER THAN INTEREST ON SECURITIES .....I
- 5. WINNINGS FROM LOTTERIES .....L
- 6. WINNINGS FROM HORSE RACES .....H
- 7. PAYMENT TO CONTRACTORS OR SUB-CONTRACTORS .....C
- 8. INSURANCE COMMISSION .....N
- 9. OTHER SUMS .....F

FOR EXAMPLE, IN YOUR CASE AS THE NUMERATOR IN THE TAN ALLOTTED TO YOU IS S-2953-G THE TAN SHOULD BE WRITTEN AS :

S-2953-G(S)  
PUNE

S-2953-G(D)  
PUNE

S-2953-G(C)  
PUNE

IN RESPECT OF DEDUCTION FROM SALARIES, DIVIDENDS, CONTRACTS ETC RESPECTIVELY.

P.T.O.

3. ALL THE STATEMENTS NAMELY STATEMENTS IN FORM NO 21, 24, 25, 26, 26A, 26B, 26BB, 26C, 26D, 26E AND 26F SHOULD THEREFORE BE SUBMITTED TO THE ITO (TDS) SO ALSO ANY CORRESPONDENCE RELATING TO THE DEDUCTION OF TAX AT SOURCE SHOULD BE ADDRESSED TO THE INCOME TAX OFFICER (TDS).
4. ITO (TDS) PUNE WILL HAVE JURISDICTION OVER ALL CASES AND ALL PERSONS WITHIN THE JURISDICTION OF ALL ASSESSING OFFICERS IN THE REVENUE DISTRICT, PUNE.
5. ITO (TDS) THANE WILL HAVE JURISDICTION OVER ALL CASES AND ALL PERSONS WITHIN THE JURISDICTION ALL ASSESSING OFFICERS IN REVENUE DISTRICT OF THANE AND RAIGADH.
6. ITO (TDS) KALYAN WILL HAVE JURISDICTION OVER ALL CASES AND ALL PERSONS WITHIN THE JURISDICTION ALL ASSESSING OFFICERS IN REVENUE CHARGE OF D.C KALYAN.
7. THE JURISDICTION OF THE I.T.O. (TDS) IS OVER ALL THE MATTERS CONNECTED WITH DEDUCTION AT SOURCE MENTIONED IN CHAPTER XVII OF THE I.T. ACT 1961 AND CONNECTED PENALTIES, PROSECUTIONS AND ANY OTHER MATTER FOR THE DEFAULT OF THE SAID PROVISIONS AND SHALL ALSO INCLUDE :
  - 1] SURVEY OF PERSONS RESPONSIBLE FOR TAX DEDUCTION AT SOURCE,
  - 2] ALLOTMENT OF TAN TO TAX DEDUCTORS,
  - 3] ~~ISSUE OF TDS CERTIFICATE BOOKS PRINTED BY THE DEPARTMENT,~~
  - 4] REALISATION OF STATUS RETURNS/STATEMENTS & VERIFICATION THEREOF,
  - 5] DEMAND AND COLLECTION, IN RESPECT OF TDS,
  - 6] PROSECUTION OF DEFAULTERS (RELATING TO TDS):
  - 7] CHECKING AND AUTHENTICATION OF TAX DEDUCTION CERTIFICATE:
  - 8] PROCESSING OF STATEMENTS AND RETURN.
8. YOU ARE REQUESTED TO QUOTE THE TAN IN (1) ALL CHALLANS FOR PAYMENT OF TAX DEDUCTED AT SOURCE (2) T.D.S. CERTIFICATES ISSUED BY YOU AND (3) ALL PERIODICAL RETURNS FURNISHED BY YOU IN RESPECT OF TAX DEDUCTION ETC. FAILURE TO QUOTE THE TAN MAY MAKE YOU LIABLE FOR PENALTY UNDER SECTION 272-BB OF THE INCOME TAX ACT 1961 WHICH MAY EXTEND UPTO RS. 5000/-.

YOURS FAITHFULLY,

INCOME TAX OFFICER  
SYSTEMS

InSADHU VASWANT CHOWKAR  
PUNE-411 001.