



DHANAMANJURI UNIVERSITY
MANIPUR
(Finance Section)

CIRCULAR

Imphal, the 27th August, 2025

Subject: Mandatory Pan-Aadhaar Linking and Submission of Income Tax Exemption claim

No.4/6/2023-Sal/D(IT)Pt: In pursuance of the provisions of the Income Tax Act, 1961 and for the smooth processing of Tax Deducted at Source (TDS) and other income-tax-related matters for the Financial Year 2025-26, all teaching and non-teaching staff of Dhanamanjuri University are hereby informed to comply with the following requirements:

A. PAN-Aadhaar Linking

Linking Permanent Account Number (PAN) with Aadhaar is mandatory as per Income Tax Department regulations. ***Therefore, those staff / who have not yet completed:*** the linking of PAN-Aadhaar are invited to complete the linking immediately via Income Tax e-filing portal or an authorized service centre.

Failure to link PAN and Aadhaar will result in your PAN being deemed "inoperative." Consequently, TDS will be deducted from your salary at the higher rate of 20% or the rate prescribed under Section 206AA of the Income Tax Act, 1961.

B. Submission of Declaration for Income Tax Exemption (if applicable)

Those employees who wish to claim Nil/lower TDS may please submit certificate u/s 197 of Income Tax Act 1961 issued by appropriate authority **on or before 16th September 2025 to the undersigned** and procedure for upload is enclosed in **Annexure-I**.

Non-Submission will lead to regular TDS deduction as per Income Tax Act 1961.

C. Comply with ITR Filing:

ITR filing for individual and entities not liable for tax audit Due date is 15th September 2025 (only for FY- 2024-25)

Penalty for late filing as per section 234f		
Return filing due date	Total income below ₹ 5 lakh	Total income above ₹ 5 lakh
ITR filed after the due date but before 31 st December 2025	RS. 1,000	RS. 5,000

This is issued with approval of the competent authority.

Encl: As stated above


(Rojendrakar Nongthomba)
Finance Officer
Dhanamanjuri University

Procedure for Form 13 submission

First, go to the website www.tdscpc.gov.in.

1. Click on the Taxpayer icon and register yourself by using your PAN details.
2. After entering your personal information, authenticate by using your Aadhar linked mobile number.
3. After authentication, you will receive a link and code in your registered email and a code in your registered mobile number for activation of your account.
4. After activation you can login to your account by using your credentials.
5. Go to the statement/Forms.
6. Request form 13/15C/15D.
7. Choose Request type and F.Y.
8. With (TAN & amount)- Deductor TANs & amount both are available(Annexure I and III is applicable)
9. After this, Fill up the State & district.

(NOTE: Jurisdictional AO will be assigned on the basis of State & district provided by the applicant in the original application of Form 13 and same will be applicable for original (s) & revision(s).

10. Declaration: Other than Rule 28AB of the ITR, 1962.
11. Type of Annexure: Annexure I for No/Lower Deduction.
12. Enter TAN number, Section code under which tax at source is to be deducted and estimated amount of income/sum to be received.
13. Documents upload page.
14. Self-declaration.
15. Submit by entering the OTP received on your registered mobile number.

Required documents: Original ST certificate, latest salary slip, latest posting certificate and consolidated salary statement.

Legendhan

Copy to:

1. P.S to Vice-Chancellor, DMU
2. P.A to Registrar, DMU
3. All Principals of Constituent Colleges, DMU
4. All Deans of School of Studies, DMU
5. Web-Master for uploading in University Website
6. Guard File

Rejendra Kumar