

From

Director  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

1. All Treasury Officers in Haryana State.
2. All Assistant Treasury Officers in Haryana State.

Memo No. TA-HR(Prg)2011/3T/ 27118



Dated: 25/11/2011

**Subject:- Instruction regarding Unique Code of Payee (UCP).**

Please refer to the subject cited above.

1. Insist for PAN in all types of payees.
2. If PAN is not provided leave the space blank rather than clicking 'Non PAN entity'.
3. A payee need to be treated as 'Non PAN entity' only in the case of Govt. departments where bank account is allowed to be opened by Govt. and permission of FD is produced by DDO. A certificate in prescribed proforma for same also needs to be provided by DDO (Copy enclosed). Such accounts will normally be in name of department or by designation of some officer. If such permission from FD is not produced UCP should not be allotted nor payment allowed to be transferred to such bank account. Societies, trusts, funds etc. are not 'non PAN entity' and so if in such cases. PAN is not provided leave the space blank.
4. Ensure that TAN is not entered instead of PAN. TAN can be identified by beginning letters RTK, PTL.
5. No dummy PAN should be entered and the concerned official entering the PAN will be held fully responsible in case such discrepancy is detected later on.

DA:- Annexure - II

  
Joint Director (DMC)  
for Director, Treasuries and Accounts  
Department, Haryana, Chandigarh. 

I have satisfied myself that (Name of the Payee) with address (Complete address) is not liable to pay any income tax and provisions of TDS would not to be attracted in its case. The said payee may be allotted a unique code of payee (UCP) without PAN for all kinds of payments.

Date :

**Signature of DDO**

**Name :**

**Designation :**