

# INCOME TAX PAN SERVICES UNIT

(Managed By NSDL e-Governance Infrastructure Limited)  
5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8,  
Model Colony, Near Deep Bungalow Chowk, Pune - 411 016



Ref.No.TIN/PAN/CR-II/074429700027465

Date: 22-DEC-2014

Shri LAVKESH SHIVPOOJAN SAV  
ROOM NO 7 SAHYOG SEVA SOC  
GANDHI NAGAR KANDIVALI  
MUMBAI Maharashtra 400067

Dear Sir/Madam,

**Subject : Discrepancy in the documents received for PAN application**

**Reference: Our letter Ref.No. TIN/PAN/CR-II/744297000274651171 dated 28-NOV-2014**

1. This has reference to documents received in connection with your request for New PAN card and/or changes/correction in PAN data for PAN CTEPS8704E made vide acknowledgement no. 074429700027465. Following discrepancies are observed between details provided in application and details available with Income Tax Department (ITD).

Particulars	As per Application	As per ITD's Database	Discrepancy in documents submitted
Father's Name	SHIVPOOAJN DEVLALI SAV	SHIVPOOJAN SAV	Clarification required for Father's Name (Please refer list 1)

2. Please submit the below specified documents (with details as per application) to clear the above mentioned discrepancy (ies).

Father's Name ( any one of the following - List 1 )
Passport
Elector's photo identity card
Driving License
Certificate of identity signed by a Member of Parliament or a Member of Legislative Assembly or a Municipal councillor or a Gazetted Officer along with copy of office identity proof of issuing officer.
Any of the below mentioned document in the name of Karta of HUF
Aadhaar Card issued by the Unique Identification Authority of India
Arm's license
Pensioner card having photograph of the applicant
Central Government Health Service Scheme Card
Bank certificate in Original on letter head from the branch (alongwith name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant
Ex-Servicemen Contributory Health Scheme photo card
Photo identity card issued by the Central Government or State Government or Public Sector Undertaking

3. Please note your PAN application will be processed only on receipt of documents as explained above.

4. If we do not receive documents as mentioned above within 30 days, then your application will be filed and no further action will be taken.

5. Information relating to all PAN Services of ITD can be obtained by making a phone call to Aaykar Sampark Kendra (1800-180-1961) or TIN-Call Centre (020-27218080) or from the website: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or [www.tin-nsdl.com](http://www.tin-nsdl.com)

**(This being a computer-generated letter, no signature is required)**

**Income Tax Department**

Caution : Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name, password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

To be sent to NSDL along with documents

RETURN-SLIP

	ACKNOWLEDGEMENT NO. 074429700027465
Please indicate how you want your application to be processed by putting tick in <input checked="" type="checkbox"/> appropriate boxes.	
A. Reprint PAN card with ITD data, no change required: <input type="checkbox"/>	
B. For following fields, details available with Income Tax Department is / are correct and should not be changed (ignore application data): <input type="checkbox"/> Name <input type="checkbox"/> Father's Name <input type="checkbox"/> DOB	
C. For following fields, details available with Income Tax Department is / are incorrect and should be changed: <input type="checkbox"/> Name <input type="checkbox"/> Father's Name <input type="checkbox"/> DOB (provide documents to support changes as described overleaf)	
List of Documents attached: (1) _____ (2) _____ (3) _____ (4) _____	
Name of Applicant: Shri LAVKESH SHIVPOOJAN SAV	
Signature of Applicant: _____	

# INCOME TAX PAN SERVICES UNIT

(Managed By NSDL e-Governance Infrastructure Limited)

5th floor, Mantri Sterling, Plot No. 341, Survey No. 997/8,  
Model Colony, Near Deep Bungalow Chowk, Pune - 411 016



Shri LAVKESH SHIVPOOJAN SAV

Date: 28-NOV-2014

Dear Sir/Madam,

**Subject:**

**Your application for "New PAN card or/and Change or Correction in PAN Data" vide acknowledgement number 074429700027465 for PAN CTEPS8704E**

1. The following discrepancy(ies) has/have been noticed in the details submitted by you as compared with details available with the Income Tax Department (ITD):

Particulars	As Per Application	As Per ITD's Database	Remarks
Applicant's Name	LAVKESH SHIVPOOJAN SAV	LAVKESH SHIVPOOJAN	Discrepancy
Father's Name	SHIVPOOAJN DEVLALI SAV	SHIVPOOJAN SAV	Discrepancy
Date of Birth	15-SEP-1985	15-MAY-1985	Discrepancy

2. You are requested to clarify this matter and forward the necessary supporting documents **(as explained on the reverse of this letter)** to enable us to process your application.

3. If you do not provide any clarification within 30 days, then your application will be filed and no further action will be taken.

4. If you have any clarification on this matter, you may kindly get in touch with us on the above mentioned address. Alternatively if this PAN does not belong to you, you may submit an application in Form 49A for allotment of new PAN.

5. Information relating to all PAN Services of the Income Tax Department can be obtained by making a phone call to Aaykar Sampark Kendra (1800-180-1961), TIN-Call Centre (020-2721 8080) or from the website: [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) or [www.tin-nsdl.com](http://www.tin-nsdl.com).

Income Tax Department

(This being a computer-generated letter, no signature is required. Please see overleaf for important instructions)

Caution : Income Tax Department does not send e-mails regarding refunds and does not seek any taxpayer information like user name, password, details of ATM, bank accounts, credit cards, etc. Taxpayers are advised not to part with such information on the basis of emails.

To be sent to NSDL along with documents

## RETURN-SLIP

	ACKNOWLEDGEMENT NO. 074429700027465
Please indicate how you want your application to be processed by putting tick in <input checked="" type="checkbox"/> appropriate boxes.	
A. Reprint PAN card with ITD data, no change required: <input type="checkbox"/>	
B. For following fields, details available with Income Tax Department is / are correct and should not be changed (ignore application data): <input type="checkbox"/> Name <input type="checkbox"/> Father's Name <input type="checkbox"/> DOB	
C. For following fields, details available with Income Tax Department is / are incorrect and should be changed: <input type="checkbox"/> Name <input type="checkbox"/> Father's Name <input type="checkbox"/> DOB (provide documents to support changes as described overleaf)	
List of Documents attached: (1)_____ (2)_____ (3)_____ (4)_____	
Name of Applicant: Shri LAVKESH SHIVPOOJAN SAV	
Signature of Applicant: _____	

**Please provide documents supporting your request for change/ correction in PAN card along with valid proof of identity and PAN**  
**Table-1 List of valid supporting documents in respect of change**

Particulars of Change/Correction	Valid Supporting Documents (Copy of any one)
<b>Applicant's Name</b>	<b>For Married Ladies</b>
<b>For actual name change or major corrections</b> (e.g. Ranjana Ajaybhai Dave to Ranjana Manish Trivedi (Married lady) or Vikram Sarabhai to Anthony Sarabhai)	Marriage Certificate or marriage invitation card or publication of name change in official gazette or copy of passport showing husband's name or a certificate issued by gazetted officer
	<b>For Individual Applicants other than Married ladies</b>
	Publication of name change in official gazette or a certificate issued by a gazetted officer
<b>For minor corrections in Name</b> (e.g. Rajiv Rajat Sharma to Rajat Rajeev Sharma or Anita Mentes to Anita Menzes)	Any one of the documents listed under Proof of Identity (Table 2) containing the name as desired
<b>Father's Name</b>	<b>Actual name change or major corrections:</b> Public notification in official gazette or certificate issued by gazetted officer along with relevant proof of Identity of applicant having Father's name as desired <b>Minor correction in Father's Name:</b> Applicant's relevant proof of identity (Table 2) having Father's Name as desired
<b>Date of Birth</b>	(a) birth certificate issued by the Municipal Authority or any office authorised to issue Birth and Death Certificate by the Registrar of Birth and Deaths or the Indian Consulate as defined in clause (d) of sub-section (1) of section 2 of the Citizenship Act, 1955 (57 of 1955); or (b) pension payment order; or (c) marriage certificate issued by Registrar of Marriages; or (d) matriculation certificate; or (e) passport; or (f) driving licence; or (g) domicile certificate issued by the Government; or (h) affidavit sworn before a magistrate stating the date of birth. i) Mark sheet of recognized board j) Aadhaar card issued by the Unique Identification Authority of India; or k) Elector's photo identity card; or l) Photo identity card issued by the Central Government or State Government or Central Public Sector m) Central Government Health Service Scheme photo card or Ex-servicemen Contributory Health Scheme photo card

**Table-2 : List of documents accepted as Proof of Identity and proof of PAN**

**Proof of Identity (POI) (A):** (a) elector's photo identity card ; or (b) ration card having photograph of the applicant; or (c) passport; or (d) driving licence; or (e) arm's license; or (f) AADHAR Card issued by the Unique Identification Authority of India; or (g) photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking; or (h) Pensioner Card having photograph of the applicant; (i) Central Government Health Scheme Card or Exservicemen Contributory Health Scheme photo card; or (ii) certificate of identity in original signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer, as the case may be; or (iii) bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant.  
**Note:** In case of Minor, POI documents of any of parents/ guardians shall be deemed as POI documents of minor applicant. In case of HUF, POI in the name of Karta is required.

**Proof of PAN (POP) (Copy of any one) (B) :**

(1) PAN Card (2) PAN Allotment Letter (3) No other Document is acceptable as PAN proof

**Instructions for filling Return Slip**

- If you do not want any change but only reprinting of card with existing data then tick A (as per ITD data) on RETURN SLIP
- If changes are required then tick B and/or C (on RETURN SLIP) as applicable and send following documents alongwith RETURN-SLIP.
  - Documents in support of change required - Please refer Table 1
  - Proof of Identity - Please refer Table 2 Column (A)
  - Proof of PAN - Please refer Table 2 Column (B)
- If PAN provided by you is not found in ITD database then provide valid proof of PAN (refer Table 2 - Column B) or else correct PAN (if you have given wrong PAN erroneously) with valid proof of correct PAN.
- Please ensure that you sign RETURN SLIP.  
Please ensure that you provide valid documents (POI, POP and supporting documents) to avoid delays in processing of application.  
Call us on 020-2721 8080 or mail us at tininfo@nsdl.co.in for any help.

**SMS facility:** Type **NSDLPAN <15 digit ack. No.>** in the message box and then send it to **57575** to know status of your PAN application.

स्थायी लेखा संख्या कार्ड में सुधार / परिवर्तन अथवा नये कार्ड के लिये किये गये आवेदन के सम्बंध में, पहचान पत्र एवम् स्थायी लेखा संख्या के प्रमाण के साथ, निम्नानुसार आवश्यक दस्तावेज भेजें  
तालिका १- परिवर्तन हेतु दस्तावेजों की सूची

परिवर्तन / सुधार	निम्नलिखित में से किसी दस्तावेज की प्रति
<b>आवेदक के नाम में परिवर्तन हेतु</b>	<b>विवाहित महिला के नाम में परिवर्तन हेतु</b>
वास्तविक नाम परिवर्तन / असाधारण सुधार	विवाह प्रमाणपत्र अथवा निमंत्रण पत्र अथवा राजपत्र में प्रकाशित नाम परिवर्तन अथवा पासपोर्ट (जिसमें पति का नाम दिखाया गया है) अथवा राजपत्रित
(जैसे रंजना अजयभाई दवे का रंजना मनीष त्रिवेदी (विवाहित महिला) अथवा विक्रम साराभाई का अंथोनी साराभाई)	अधिकारी द्वारा जारी प्रमाणपत्र <b>वैयक्तिक आवेदक - विवाहित महिला के अतिरिक्त</b> राजपत्र में प्रकाशित नाम परिवर्तन घोषणा अथवा राजपत्रित अधिकारी द्वारा जारी प्रमाणपत्र
नाम में साधारण सुधार (राजिव रजत शर्मा का रजत राजीव शर्मा)	कोई भी एक दस्तावेज जो पहचान पत्र (तालिका २) के रूप में स्वीकार्य हो और जिसमें वांछित नाम प्रदर्शित हो।
<b>पिता के नाम में परिवर्तन</b>	वास्तविक नाम परिवर्तन अथवा असाधारण सुधार : राजपत्र में प्रकाशित नाम परिवर्तन घोषणा अथवा राजपत्रित अधिकारी द्वारा जारी प्रमाणपत्र साधारण सुधार : आवेदक का पहचान पत्र (तालिका २) जिसमें पिता का वांछित नाम हो
<b>जन्म तिथि का सबूत -</b>	(क) नगरपालिका प्राधिकरण या रजिस्ट्रार, जन्म और मृत्यु द्वारा जन्म और मृत्यु प्रमाणपत्र जारी करने वाला प्राधिकृत कार्यालय या नागरिकता अधिनियम 1955 (1955 का 57) की धारा 2 की उपधारा (1) के खंड (घ) में यथा परिभाषित भारतीय कौंसलेट द्वारा जारी जन्म प्रमाणपत्र; या (ख) पेंशन संदाय आदेश; या (ग) विवाह रजिस्ट्रार द्वारा जारी विवाह प्रमाणपत्र; या (घ) मैट्रिकुलेशन का प्रमाणपत्र; या (ङ) पासपोर्ट; या (च) चालन अनुज्ञप्ति; या (छ) सरकार द्वारा जारी अधिवास प्रमाणपत्र; या (ज) जन्मतिथि अभिकथित करने वाला मैजिस्ट्रेट के समक्ष शपथ लिया हुआ शपथपत्र झ) मान्यता प्राप्त बोर्ड की मार्क शीट ट) भारतीय विशिष्ट पहचान प्राधिकरण द्वारा जारी आधार कार्ड; या ठ) मतदाता पहचानपत्र; या ड) केन्द्रीय सरकार या राज्य सरकार या पब्लिक सेक्टर उपक्रम द्वारा जारी फोटो पहचान पत्र; या ढ) केन्द्रीय सरकार स्वास्थ्य स्कीम कार्ड या भूतपूर्व सैनिक अभिदायी स्वास्थ्य स्कीम फोटो कार्ड की प्रति

**तालिका - २ : पहचान हेतु प्रमाणपत्र और स्थायी लेखा संख्या हेतु**

**वैयक्तिक आवेदक के लिए**

**(अ) पहचान का सबूत -** (i) निम्नलिखित की प्रति - (क) मतदाता पहचानपत्र; या (ख) आवेदक के फोटो सहित राशन कार्ड; या (ग) पासपोर्ट; या (घ) चालन अनुज्ञप्ति; या (ङ) आयुष्य अनुज्ञप्ति; या (च) भारतीय विशिष्ट पहचान प्राधिकरण द्वारा जारी आधार कार्ड; या (छ) केन्द्रीय सरकार या राज्य सरकार या पब्लिक सेक्टर उपक्रम द्वारा जारी फोटो पहचान पत्र; या (ज) आवेदक के फोटो सहित पेंशन भोगी कार्ड; या (झ) केन्द्रीय सरकार स्वास्थ्य स्कीम कार्ड या भूतपूर्व सैनिक अभिदायी स्वास्थ्य स्कीम फोटो कार्ड की प्रति; या (ii) यथास्थिति, किसी संसद सदस्य या विधान सभा के सदस्य या नगर निगम पार्षद या राजपत्रित अधिकारी द्वारा हस्ताक्षरित पहचान प्रमाण पत्र; या (iii) आवेदक का सत्य रूप से सत्यापित फोटो और बैंक खाता संख्या सहित ब्रांच के पत्र शीर्ष पर बैंक का मूल प्रमाणपत्र (जारी करने वाले अधिकारी के नाम और मुहर सहित)  
**टिप्पण -** किसी व्यक्ति की दशा में जो अप्राप्तवय है, पूर्वोक्त में से ऐसे अप्राप्तवय के माता-पिता या अभिभावक का कोई दस्तावेज, पहचान का सबूत माना जाएगा।

**स्थायी लेखा संख्या हेतु (ब) :**

(१) स्थायी लेखा संख्या कार्ड (२) स्थायी लेखा संख्या आबंटन पत्र (३) स्थायी लेखा संख्या के प्रमाण के लिये उपर्युक्त के अतिरिक्त कोई और प्रमाणपत्र स्वीकार्य नहीं है।

**रिटर्न स्लिप भरने हेतु आवश्यक सूचना :**

- यदि आप पैन कार्ड में कोई परिवर्तन नहीं चाहते हैं तो रिटर्न स्लिप में चुनाव 'A' पर ✓ करें।
- यदि आप परिवर्तन चाहते हैं तो चुनाव 'B' और / अथवा 'C' पर ✓ कर के दस्तावेजों के साथ रिटर्न स्लिप भेजे।
  - परिवर्तन के लिए दस्तावेज - तालिका - १ पर ध्यान दें
  - पहचान हेतु - तालिका - २ के स्तंभ (अ) पर ध्यान दें
  - पैन हेतु - तालिका - २ के स्तंभ (ब) पर ध्यान दें
- यदि आप का पैन आयकर विभाग के सूची में नहीं है तो पैन का प्रमाण प्रस्तुत करें (तालिका - २ (स्तंभ क)) अथवा सही पैन सूचित करें।
- कृपया रिटर्न स्लिप पर हस्ताक्षर अवश्य करें।

Documents should be sent to:

**INCOME TAX PAN SERVICES UNIT**  
**(Managed by NSDL e-Governance Infrastructure Limited)**

5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997/8, Model Colony, Near Deep Bunglow Chowk, Pune - 411 016.  
Office Timings: Monday to Friday 9:30 a.m. to 6:00 p.m., Saturday 9:30 a.m. to 1:00 p.m.