



**DHANAMANJURI UNIVERSITY
MANIPUR**

NOTICE

Imphal, the 20th February, 2026

No.4/6/2023-Sal/D(IT) Pt: It is to inform to all the concerned that a circular no.4/6/2023-Sal/D(IT)Pt dated 27/08/2025 had been issued highlighting the following issues:

- 1) PAN-Aadhaar Linking
- 2) Submission of Declaration for income Tax Exemption (if applicable)
- 3) Comply with ITR Filing

In this regard, herewith I am to enclose the same circular for reference and also to request all the concerned to take the required action before 25th February 2026. After this deadline, any request for acceptance of income tax exemption certificate issued by the competent authority will not be entertained.

Encl: As stated above

Rojendrakar
(Rojendrakar Nongthomba)

Finance officer
Dhanamanjuri University

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. Guard File



**DHANAMANJURI UNIVERSITY
MANIPUR
(Finance Section)**

CIRCULAR

Imphal, the 27th August, 2025

Subject: Mandatory Pan-Aadhar 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-Aadhar 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.

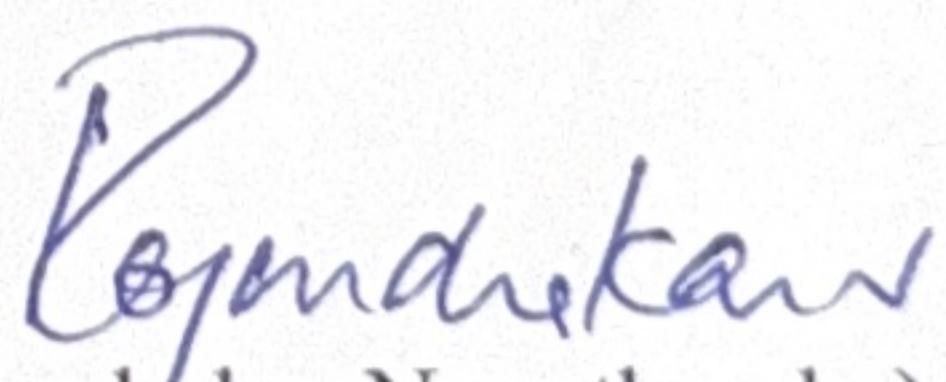
C. Comply with ITR Filing:

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

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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

Rajendra kumar