

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG, SECTOR 3, DWARKA
NEW DELHI-110078

NO. F. 220(22)/08-09/ACAD/NSIT/766

DATED: 21.10.11

OFFICE NOTE

Reminder -I

As per the observation of A/cs. Section, all the HODs are requested to advise concerned Guest Faculty members of their respective departments to submit the copies of their PAN CARD immediately in Academic (UG) Section but before 01.11.11 to facilitate their payment of due bills. It is also to be informed that on non-receipt of the same, Income-tax (TDS) at higher rate shall be deducted by A/cs. Section from their remuneration, which is otherwise 10% + Cess.

It may be noted that on the non-receipt of photocopies of PAN CARD their bills for payment shall not be entertained.

This may be taken at **MOST URGENT (TOP PRIORITY)**

(Dr. O. P. Thakur)
Dean UGS

COPY TO :

1. All Deans
2. All HOD's
3. Superintendent Th. & PR.
4. Time Table Incharge
5. Coordinator INS – with the request to upload to the Institute website with a title note for Guest Faculty.
6. All Notice Board.