



PMC Cell – MM

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**Circular No. 48/2016**

No: MAT/PMC/13(18)/2016  
Dated: 27.10.2016

**Sub: Mandatory submission of self-certified copy of Permanent Account Numbers (PAN) details by the customer's, in case of sale of goods.**

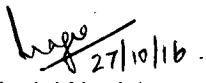
In accordance with the amended provisions of the Income-tax Rules, in the case of sale of goods or services for an amount exceeding Rupees Two Lakh, it would be mandatory for ONGC to obtain the customer's PAN, verify the same and mention it on the invoices, bills, debit/credit notes to be issued to the customer, along with the PAN of ONGC. The PAN of ONGC is AAACO1598A.

If feasible, the PAN of every customer may be mentioned immediately after the customer's name in the contract itself and, in any case, self-certified copy of PAN Card/PAN Allotment Letter issued by Income Tax Department to the customer should be obtained and forwarded to attached Finance for verification of PAN from the Income Tax Department's website and for initiating updation of the same in the Customer Master.

Further, if at the time of submission of bid and/ or execution of contract, etc., the customer, not being an exempted customer ('exempted customer' would mean a non-resident, the Central Government, a State Government or a Consular Office) does not have a PAN, it should obtain a PAN and submit a self-certified copy of its PAN Card/PAN Allotment Letter issued by Income Tax Department, to ONGC at least 15 days prior to the execution of the first transaction under the contract.

In case the customer, not being an exempted customer and not being a company or firm, does not have a PAN and it is necessary to enter into a transaction with such a customer, a declaration in prescribed Form No. 60 and supporting documents should be obtained from the customer before execution of each transaction against Sales Order so that particulars of all such Forms 60 can be submitted to the Income Tax Dept. by CTD under CMD's digital signatures. The prescribed format of Form No. 60 and a list of supporting documents which can be produced by a customer in support of its identity and address is given at Annex-1.

Besides ONGC as a company, concerned employees of ONGC are also responsible for ensuring compliance with the above requirements and any non-compliance may lead to imposition of penalties. Hence, the above guidelines should be meticulously followed by all concerned.

  
(Ashwini Nagia)  
ED-Chief MM Services

Distribution: (Through ONGC's intranet website 'ongcreports.net').

**All concerned may download the circular from the site, Hard copies are not distributed separately.**

Copy to:

1. EO to CMD, ONGC, Jeevan Bharti Building, New Delhi.
2. CEA to Director (T&FS) / Director (Offshore) / Director (HR) / Director (Exploration)/ Director (Onshore) / Director (Finance), ONGC, Jeevan Bharti Building, New Delhi.
3. CVO, ONGC, Jeevan Bharti Building, New Delhi.

Income-tax Rules, 1962

**FORM NO. 60**

[See second proviso to rule 114B]

Form for declaration to be filed by an individual or a person (not being a company or firm) who does not have a permanent account number and who enters into any transaction specified in rule 114B

|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
|----|--|----|---|----------------|---|----------------------------------|---|----|---|-------|--|---------------|--|
| 1  | First Name   |    |   |                |   |                                  |   |    |   |       |  |               |  |
|    | Middle Name  |    |   |                |   |                                  |   |    |   |       |  |               |  |
|    | Surname  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 2  | Date of Birth/ Incorporation of declarant  | D  | D | M              | M | Y                                | Y | Y  | Y |       |  |               |  |
| 3  | Father's Name (in case of individual)  |    |   |                |   |                                  |   |    |   |       |  |               |  |
|    | First Name   |    |   |                |   |                                  |   |    |   |       |  |               |  |
|    | Middle Name  |    |   |                |   |                                  |   |    |   |       |  |               |  |
|    | Surname  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 4  | Flat/ Room No.   | 5  |   | Floor No.      |   |                                  |   |    |   |       |  |               |  |
|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 6  | Name of premises   | 7  |   | Block Name/No. |   |                                  |   |    |   |       |  |               |  |
|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 8  | Road/ Street/ Lane   | 9  |   | Area/ Locality |   |                                  |   |    |   |       |  |               |  |
|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 10 | Town/ City   | 11 |   |                |   | District                         |   | 12 |   | State |  |               |  |
|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 13 | Pin code   | 14 |   |                |   | Telephone Number (with STD code) |   |    |   | 15    |  | Mobile Number |  |
|    |  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 16 | Amount of transaction (Rs.)  |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 17 | Date of transaction  | D  | D | M              | M | Y                                | Y | Y  | Y |       |  |               |  |
| 18 | In case of transaction in joint names, number of persons involved in the transaction   |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 19 | Mode of transaction: <input type="checkbox"/> Cash, <input type="checkbox"/> Cheque, <input type="checkbox"/> Card, <input type="checkbox"/> Draft/Banker's Cheque, <input type="checkbox"/> Online transfer, <input type="checkbox"/> Other |    |   |                |   |                                  |   |    |   |       |  |               |  |
| 20 | Aadhaar Number issued by UIDAI (if available)  |    |   |                |   |                                  |   |    |   |       |  |               |  |

|    |  |                                      |                                |  |   |   |   |   |   |
|----|--|--------------------------------------|--------------------------------|--|---|---|---|---|---|
| 21 | If applied for PAN and it is not yet generated enter date of application and acknowledgement number  | D                                    | D                              | M  | M | Y | Y | Y | Y |
| 22 | If PAN not applied, fill estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) for the financial year in which the above transaction is held |                                      |                                |  |   |   |   |   |   |
|    | a  | Agricultural income (Rs.)            |                                |  |   |   |   |   |   |
|    | b  | Other than agricultural income (Rs.) |                                |  |   |   |   |   |   |
| 23 | Details of document being produced in support of identify in Column 1 ( <i>Refer Instruction overleaf</i> )  | Document code                        | Document identification number | Name and address of the authority issuing the document |   |   |   |   |   |
| 24 | Details of document being produced in support of address in Columns 4 to 13 ( <i>Refer Instruction overleaf</i> )  | Document code                        | Document identification number | Name and address of the authority issuing the document |   |   |   |   |   |

### Verification

I, \_\_\_\_\_ do hereby declare that what is stated above is true to the best of my knowledge and belief. I further declare that I do not have a Permanent Account Number and my/ our estimated total income (including income of spouse, minor child etc. as per section 64 of Income-tax Act, 1961) computed in accordance with the provisions of Income-tax Act, 1961 for the financial year in which the above transaction is held will be less than maximum amount not chargeable to tax.

Verified today, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Place: \_\_\_\_\_

(Signature of declarant)

### Note:

1. Before signing the declaration, the declarant should satisfy himself that the information furnished in this form is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under section 277 of the Income-tax Act, 1961 and on conviction be punishable,

- (i) in a case where tax sought to be evaded exceeds twenty-five lakh rupees, with rigorous imprisonment which shall not be less than six months but which may extend to seven years and with fine;
- (ii) in any other case, with rigorous imprisonment which shall not be less than three months but which may extend to two years and with fine.

2. The person accepting the declaration shall not accept the declaration where the amount of income of the nature referred to in item 22b exceeds the maximum amount which is not chargeable to tax, unless PAN is applied for and column 21 is duly filled.

**Instruction:**

(1) Documents which can be produced in support of identity and address (not required if applied for PAN and item 20 is filled): -

| Sl.      | Nature of Document  | Document Code | Proof of Identity | Proof of Address |
|----------|---|---------------|-------------------|------------------|
| <b>A</b> | <b>For Individuals and HUF</b>  |               |                   |                  |
| 1.       | AADHAR card   | <b>01</b>     | Yes               | Yes              |
| 2.       | Bank/Post office passbook bearing photograph of the person  | <b>02</b>     | Yes               | Yes              |
| 3.       | Elector's photo identity card   | <b>03</b>     | Yes               | Yes              |
| 4.       | Ration/Public Distribution System card bearing photograph of the person   | <b>04</b>     | Yes               | Yes              |
| 5.       | Driving License   | <b>05</b>     | Yes               | Yes              |
| 6.       | Passport  | <b>06</b>     | Yes               | Yes              |
| 7.       | Pensioner Photo card  | <b>07</b>     | Yes               | Yes              |
| 8.       | National Rural Employment Guarantee Scheme (NREGS) Job card   | <b>08</b>     | Yes               | Yes              |
| 9.       | Caste or Domicile certificate bearing photo of the person   | <b>09</b>     | Yes               | Yes              |
| 10.      | Certificate of identity/address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer as per annexure A prescribed in Form 49A | <b>10</b>     | Yes               | Yes              |
| 11.      | Certificate from employer as per annexure B prescribed in Form 49A  | <b>11</b>     | Yes               | Yes              |
| 12.      | Kisan passbook bearing photo  | <b>12</b>     | Yes               | No               |
| 13.      | Arm's license   | <b>13</b>     | Yes               | No               |
| 14.      | Central Government Health Scheme /Ex-servicemen Contributory Health Scheme card   | <b>14</b>     | Yes               | No               |

|          |  |    |     |     |
|----------|--|----|-----|-----|
| 15.      | Photo identity card issued by the government./<br>Public Sector Undertaking  | 15 | Yes | No  |
| 16.      | Electricity bill ( <i>Not more than 3 months old</i> )   | 16 | No  | Yes |
| 17.      | Landline Telephone bill ( <i>Not more than 3 months old</i> )  | 17 | No  | Yes |
| 18.      | Water bill ( <i>Not more than 3 months old</i> )   | 18 | No  | Yes |
| 19.      | Consumer gas card/book or piped gas bill ( <i>Not more than 3 months old</i> )   | 19 | No  | Yes |
| 20.      | Bank Account Statement ( <i>Not more than 3 months old</i> )   | 20 | No  | Yes |
| 21.      | Credit Card statement ( <i>Not more than 3 months old</i> )  | 21 | No  | Yes |
| 22.      | Depository Account Statement ( <i>Not more than 3 months old</i> )   | 22 | No  | Yes |
| 23.      | Property registration document   | 23 | No  | Yes |
| 24.      | Allotment letter of accommodation from Government  | 24 | No  | Yes |
| 25.      | Passport of spouse bearing name of the person  | 25 | No  | Yes |
| 26.      | Property tax payment receipt ( <i>Not more than one year old</i> )   | 26 | No  | Yes |
| <b>B</b> | <b>For Association of persons (Trusts)</b>   |    |     |     |
|          | Copy of trust deed or copy of certificate of registration issued by Charity Commissioner   | 27 | Yes | Yes |
| <b>C</b> | <b>For Association of persons (other than Trusts) or Body of Individuals or Local authority or Artificial Juridical Person)</b>  |    |     |     |
|          | Copy of Agreement or copy of certificate of registration issued by Charity commissioner or Registrar of Cooperative society or any other competent authority or any other document originating from any Central or State Government Department establishing identity and address of such person. | 28 | Yes | Yes |

- (2) In case of a transaction in the name of a Minor, any of the above mentioned documents as proof of Identity and Address of any of parents/guardians of such minor shall be deemed to be the proof of identity and address for the minor declarant, and the declaration should be signed by the parent/guardian.
- (3) For HUF any document in the name of Karta of HUF is required.
- (4) In case the transaction is in the name of more than one person the total number of persons should be mentioned in Sl. No. 18 and the total amount of transaction is to be filled in Sl. No. 16.

In case the estimated total income in column 22b exceeds the maximum amount not chargeable to tax the person should apply for PAN, fill out item 21 and furnish proof of submission of application.