Pan Card Management
Login to Manage Software with your Login Id & Password

Click on Pan Card Management Icon

Click on Apply For Pan Card

Click on Generate Batch

Click on Fill Courier Details

Click on Process Pan Card
## Pan Card Process

### Home Page

![Pan Card Process Home Page](image)

1. **Pending Registered Pancard Form**
   - S.No.: 1
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

2. **Dispatched to NSDL/UTI Pancard**
   - S.No.: 2
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

3. **Pending Registered Pancard Form**
   - S.No.: 4
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

4. **In Process Pancard Form**
   - S.No.: 10
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

5. **Received Pancards At Ajmer**
   - S.No.: 11
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

6. **Dispatched Batch, Not Received**
   - S.No.: 4
   - Client Name: 
   - Coupon No: 
   - Mobile No.: 
   - Reg. Date: 
   - Apply For: 
   - Remark: 
   - Edit/View: 
   - Print Receipt: 
   - Send For Batch: 

7. **Generate Batch**

8. **Fill Courier Detail**

9. **Track Your Pan Card Form Status**

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**View All Pending Registered Pancard Form**
Pan Card Process

Home Page Notification Boxes

- **Pending Registered Pan Card Forms** - In this column you may see all your pan card forms which you have registered but not done any further processing due to some pendencies.

- **Dispatched Batch Not Received** - In this column you may see all the Batches which you have dispatched but not yet received at Ajmer HO.
Pan Card Process

Home Page Notification Boxes

- **Received Pan Cards At Ajmer**-
  In this column you may see the total no. of pan cards forms received at Ajmer HO.

- **In Process Pan Card Forms**-
  In this column you may see the pan card forms which have been taken into processing by the Pan Card Department at Ajmer HO.
Pan Card Process

Home Page Notification Boxes

- **Dispatched to NSDL/UTI**-
  - In this column you may see the pan card forms which has been finally sent to NSDL/UTI by Ajmer HO.

- **Note:** In all the above mentioned columns you may check the notifications if any by the department as well as view the details of all the pan cards.
Step 1 - Apply for Pan Card - Registration form will open like this:

[Image showing a screenshot of a registration form for a Pan Card application.]

- Log In: AJMER TA-077 (TAXB075)
- Zone: TAXZ001
- District: TAXD002
- Branch Code: TAXB075

**CLIENT REGISTRATION FOR PAN CARD:**

- **Apply For:** New Pan Card or Correction In Pan Card
- **Reg. Date:** Sep 28, 2016
- **Coupon No.:**
- **Client First Name:** FIRST NAME
- **Father First Name:** FIRST NAME
- **Mother First Name:** FIRST NAME
- **Mobile No.:** +91-
- **Date of Birth:**
- **Status:** HUF/Individual or Company/Firm/Trust
- **Gender:** Male or Female
- **Client Address:**
- You will have to register all the new as well as correction form here. By clicking on the option \textbf{Select Coupon}, you will be redirected to your coupon list from where you can directly select your coupon.

- You will have to fill all the necessary fields marked in \textcolor{red}{red}.

- You will have to select and attach the soft copy of all the documents you are providing for ID, Address and DOB proof.

- You will have to attach the scan copy of Pan card form for verification.

- Lastly you may also mention anything related to form or documentation in \textbf{Remark} field.
After Saving you will be asked 3 options –

- **Fill New Form** - By clicking on Fill New Form you will be redirected for new form registration.

- **Generate Receipt** - By clicking on this acknowledge receipt will be generated.

- **View All Forms** - By clicking on this you will be redirected to home page to see all the registered forms.
You will have to click on **Send For Batch** option on home page for creating the batch of your registered forms.
Steps for Pan Card Forms Processing At Ajmer

**STEP 2 -**

**Generate Batch**- In this option you will be seen all the forms which you have send for generating batch. You will have to check the box against the pan card form for which you want to generate batch under head Generate batch No. After checking the box you need to click on the option Generate Batch.
After that you will be asked where you want to send the forms – **Taxway Head Office Ajmer** or **UTI, Delhi**. You need to select any one of these option where you want to send the forms.

You may view the list of all the batches generated in option **View Generated Batch List**

**Note:** In case if you do not want to generate batch for any of the registered form you may also cancel that form by clicking on the option **Deactivate**.
**Steps for Pan Card Forms Processing At Ajmer**

**STEP 3 -**

**Fill Courier Details:** In this option you will see the list of all the pending batches to be dispatched to either Ajmer or UTI, Delhi. You may check the details of pan card forms by clicking on the **Details** Option.
You will have to click on the **Fill Courier Details** option, here you need to fill the **Courier Company Name & Docket No.**, then click on **Dispatch**.

**Note:** You may view the list of all the courier dispatched by you on the **Home Page, Dispatch Batched Not Received** box.