CIRCULAR

E3/Paybill/2021

Date: 22.04.2021

Sub: Submission of Income Tax PAN and Cell Number - Reg.

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As per Income Tax rule, those who are getting annual income more than Rs.2,50,000/have to submit their annual return (Form 16) every year to the Income Tax Department and quote the permanent Account Number (PAN) in the Form16.

In case of non compliance of section 139A a penalty of Rs.10,000/-can be levied under section 272B of Income Tax rules.

Therefore the Head of The Departments/Section Heads are requested to Circulate this communication to all the staff members/Pensioners and they may be informed to submit the Income Tax PAN and current cell number to the Assistant Registrar/Section Officer, 'E' Section of University Office before 20.05.2021 without fail.

This may be treated as most rirgent.

To:

- 1. All the Head of Department of Study.
- 2. All the Officers in the University.
- 3. The Director, Directorate of Distance Education 150 Copies (with a request to forward this circular to all study centers
- 4. The Principal, Rajah Muthiah Medical College 2() copies.
- 5. The Principal, Rajah Muthiah Dental College and Hospital 10 copies.
- 6. The Medical Superintendent, Rajah Muthiah Medical Hospital 25 copies.
- 7. The Controller of Examinations, Annamalai University.
- 8. The Convenor, Wardens' Council.
- 9. All the Wardens of Hostels.

10. The Director, Annamalai Innovation centre. - With a request to upload the link and to intimate the staff through SMS

- 11. The Public Relations Manager.
- 12. All the Section Officers.

Copy to:

- 1. The Finance Officer/D.F.O./A.F.O.-I/A.F.O.-II
- 2. The Joint Registrar.
- 3. The P.S. to Vice Chancellor.
- 4. The P.A. to Registrar.

With a request to Circulate this circular among the members of staff working under your control.