


ANNAMALAI UNIVERSITY
(Accredited with "A+" Grade by NAAC)

E3/Paybill/2023

Date: 06.06.2023

CIRCULAR

**Sub: Income Tax - Issue of Form No.16 through our University Website -
Financial Year - 2022 - 2023 - Reg.**

It is informed that the Form No.16 (Part-A and Part-B) for the deduction made towards Income Tax can be downloaded from the University Website www.annamalaiuniversity.ac.in from **09.06.2023** under **Staff Portal Icon** for the members of Staff and Pensioners whose annual Income exceed Rs.2,50,000/- for the Financial Year 2022 - 2023. No hard copy of Form No.16 will be issued.

Necessary instructions for the usage are available in the University Website and any doubts in this regard may be clarified by E-Section of the Administrative Office.


Registrar i/c

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 forwards this circular to all Study Centers
4. The Dean, Government Medical College - 20 copies
5. The Medical Superintendent, Government Medical College & Hospital - 25 copies
6. The Dean, Government Dental College & Hospital - 10 copies
7. The Controller of Examinations, Annamalai University
8. The Convener, Warden's Council
9. All the Wardens of Hostels
10. The Director, Annamalai Digital Information Centre → with a request to upload the link and to intimate the staff through SMS.
11. The Public Relations Officer
12. All the Section Officers

Com
5/6/23
6/6/23
with a request
to Circulate this
circular among the
members of Staff
working under their
control

Copy to:

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