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11/6/24

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

E3/Paybill/2024

Date: 10.06.2024

CIRCULAR

**Sub: Income Tax - Issue of Form No.16 through our University Website -
Financial Year - 2023 - 2024 - 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 **12.06.2024 (Wednesday)** under Staff Portal Icon for the members of Staff and Pensioners whose annual Income exceed Rs.2,50,000/- for the Financial Year 2023 - 2024. 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.

To:

1. All the Head of Department of study
2. All the Officers in the University
3. Centre for Distance and Online Education - 150 copies
with a request to forwards this circular to all Learner Support Centres
4. The Special Officer Cum 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 Principal, Government College of Nursing - 10 copies
8. The Controller of Examinations, Annamalai University
9. The Convener, Warden's Council
10. All the Wardens of Hostels
11. The Director, Annamalai Digital Information Centre → with a request to upload
in our Website
12. The Public Relations Officer
13. All the Section Officers

Q. Srinivasan
Registrar I/c

10/6/24

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.
2. The P.S. to Vice-chancellor
3. The P.A. to Registrar