

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

E3/Paybill/2026

Date: 03.06.2026

**CIRCULAR**

**Sub: Income Tax - Issue of Form No.16 through our University Website -  
Financial Year - 2025 - 2026 - Reg.**

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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](http://www.annamalaiuniversity.ac.in) from **08.06.2026 (Monday)** under **Staff Portal Icon** for the members of Staff and Pensioners whose annual Income exceed Rs.2,50,000/- for the Financial Year 2025 - 2026. 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.

  
3/6/26  
Registrar i/c  
03/6/2026

To:

1. All the Head of Department of study
2. All the Officers in the University
3. Centre for Distance and Online Education  
with a request to forwards this circular to all Learner Support Centres
4. The Special Officer Cum Dean, Government Medical College
5. The Medical Superintendent, Government Medical College & Hospital
6. The Dean, Government Dental College & Hospital
7. The Principal, Government College of Nursing
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

with a request  
to Circulate this  
circular among the  
members of Staff  
working under their  
control

**Copy to:**

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