

E3/Paybill/2017

dt: 21.11.2017

**CIRCULAR**

Sub: Income Tax – Deduction at sources for the financial year 2017-2018 – Furnishing of details of savings other than salary – Reg.

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It is informed that the Income Tax payable by the staff is to be recovered at source from their salary, before **February-2018**. Therefore the following instructions are issued to furnish the proposed savings particulars other than salary, if any, for the financial Year **2017-2018** without fail on or before **15/12/2017**.

1. In respect of those who availed Housing Loan from the financial organization willing to get Income Tax exemption should submit the details of Interest and Principle repayable by them in the prescribed working sheet (Form No.12C) which is available in the University website [www.annamalaiuniversity.ac.in](http://www.annamalaiuniversity.ac.in) along with the provisional certificate only issued by the concerned financial organization in which they have availed Housing Loan. The above details should be submitted to '**E**' section, **Administrative office** within the prescribed date.

2. The title of the property in which the Income Tax exemption is claimed should be in the name of the employee.

3. The Income Tax balance amount will be recovered in three equal installments from the month of December-2017 to February-2018.

4. Details of savings other than salary and Housing Loan should be submitted to the respective pay bill sections (**E Section**) by the staff from which they are getting salary on or before the prescribed date.

5. The Income Tax Department has instructed to submit the Xerox copies of all the savings particulars along with the annual returns to be submitted by the University and therefore the members of staff who are availing the Income Tax exemption are informed to submit the Xerox copies of savings particulars to the concerned, sections (**E Section**) on or before **15/02/2018**.

6. If no Xerox copies of the savings particular are submitted within the prescribed date, it will be presumed that no savings has been made and Income Tax will be deducted as per actual.

**For Registrar**

**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/information centers)
4. The Principal, Rajah Muthiah Medical College – 20 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 Deputy Director, Annamalai Innovation centre.
11. The Public Relation Manager.
12. All the Senior Supdts./Supdts.

**With a request to Circulate this circular among the members of staff**

**Copy to:**

1. The Finance Officer.
2. The Joint Registrar.
3. The P.A. to Vice – Chancellor.
4. The P.A. to Registrar.