

ANNAMALAI  UNIVERSITY  
(ACCREDITED WITH 'A' GRADE BY NAAC)

E3/Paybill/2021


Date: 15.07.2021

**CIRCULAR**

Sub: Income Tax – Issue of Form No.16 through our University website  
- Financial year 2020-2021 – 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 <http://www.annamalaiuniversity.ac.in> from 19.07.2021 under Staff Portal Icon for the Members of Staff and Pensioners whose annual income exceeded Rs.2,50,000/- for the financial year 2020-2021. 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 2/2

Encl. As above

**To:**

1. All the Head of Department of Study.
2. All the Officers in the University.
3. The Director, Directorate of Distance Education
4. The Principal, Rajah Muthiah Medical College
5. The Principal, Rajah Muthiah Dental College and Hospital
6. The Medical Superintendent, Rajah Muthiah Medical Hospital
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/Deputy Finance Officer/Assistant Finance Officer-I & II.
2. The Joint Registrar.
3. The P.A. to Vice – Chancellor.
4. The P.A. to Registrar.