

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

E3/Paybill/2023

Date: 20.11.2023

**CIRCULAR**

Sub: **Income Tax – Deduction at sources for the Financial Year 2023 – 2024 – 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 2024**. Therefore the following instructions are issued to furnish the proposed savings particulars other than salary, if any, for the Financial year 2023 – 2024 without fail **on or before 21.12.2023 (Thursday)**.

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 deed 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 (already deducted from 01.04.2023 to up to month) will be recovered in **three equal installments from the month of December 2023 to February 2024**.
4. Details of savings other than salary and Housing Loan should be submitted to the respective Pay Bill Section (**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 saving 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 saving particulars to the **E Section on or before 21.02.2024 (Wednesday)** and further it is informed that the individual concern only may follow that deductions and returns of the Income Tax against his / her salary.
6. If no Xerox copies of the savings particulars 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.
7. **For New Income Tax Scheme No Savings are required and Income Tax will be recovered as per rules.**

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 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

**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

  
Registrar i/c

Copy  
21/11/23

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