


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

E3/Paybill/2026

Date: 28.03.2026

CIRCULAR

Sub: Income Tax - Tax to be deducted at Source - Financial Year 2026 - 2027
- Details regarding proposed savings other than salary to be furnished - Regarding

It is informed that the Income Tax payable by every staff is mandatory for every year and the same has to be deducted at source every month in proportionate installments.

Therefore, all the staff are requested to furnish the proposed savings particulars other than salary recovery, if any for the financial year 2026 - 2027 to the **"E" Section of the Administrative Office on or before 22.04.2026 (Wednesday).**


Further, it is informed that those who have availed Housing Loan Under Section No.24 of Income Tax Act, the following norms are to be adhered to.

1. Prior permission to built the House / Purchase of House should be obtained from the Establishment Section as per Income Tax Rules.
2. The title deed of the Housing Loan must be in the name of the individual
3. If the title deed is in Joint Name, the tax benefit can be availed by the both the Tax Payer at the Ratio of 50% each. If the Housing Loan is remitted by one person, 50% of the tax benefits can alone be availed as the Housing Loan.
4. **For New Income Tax Scheme no savings are required and the Income Tax will be recovered as per rules**
5. It is mandatory to file property statement to University once in every five years and intimate to University the acquire or dispose any Immovable Property by Lease, Mortgage, Purchase / Sale, Gift exchange or otherwise either in his own name or in the name of any member of his family

If no reply is received, the Tentative Income Tax based on the Total Annual Income for the Financial Year 2026 - 2027 will be calculated on the basis of available records and the same may be recovered in 11 (eleven) equal monthly installments from the month of April 2026 onwards.

To:

1. All the Head of Department of study
2. All the Officers in the University
3. Centre for Distance and Online Education - 20 copies
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 - 5 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


Registrar i/c
01/4/2026

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.-I/A.F.O.-II
3. The P.S. to Vice-chancellor