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

E3/Paybill/2025

Date: 15.06.2025

**CIRCULAR**

**Sub: Income Tax - Issue of Form No.16 through our University Website  
- Financial Year - 2024 - 2025 - 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 **16.06.2025 (Monday)** under Staff Portal Icon for the members of Staff and Pensioners for the Financial Year 2024 - 2025. 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.

To:

1. All the Head of Department of study
2. All the Officers in the University
3. Centre for Distance and Online Education - 150 copies  
with a request to forwards this circular to all Learner Support Centres
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

Registrar i/c

16/6/2025

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

**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