



PONDICHERRY UNIVERSITY
FINANCE AND ACCOUNTS

K. CHANDRAMORTHY, B.COM., FCA,
Deputy Registrar (F & A)

R.V. Nagar, Kalapet
Puducherry – 605 014

No: PU/A7/DR(F&A)/2011-12

Dt: 19/07/2011

- Sub: 1. Issue of Form 16 for the Financial Year 2010-2011
2. Conducting of Camp for Filing the IT Return through E-Filing.

As per the amendment of IT regulations the Form 16 in the revised format is available in the Finance Section. Therefore, the Officers and Faculty Members are hereby requested to collect their Form 16.

Based on the modification of Income Tax Return filing procedure, for the convenience of the University Employees, it is proposed to conduct the camp to familiarization and smooth filing of Income Tax Return through E-Filing mode. In this camp, Shri K. Siva Sankaran, Tax Return preparer (approved by the Income Tax Dept.) will be available to facilitate the procedures and guidelines of the IT Return Filing. Those who want to utilize his service, may kindly contact him with the copy of Form 16 and copy of PAN Card. He will provide all the necessary Forms and guidance, upload the IT Returns on E-Filing and issue the printed copy of the acknowledgement. In this connection a sum of Rs.250/- has to be paid by the employee directly to the Income Tax preparer as the service charge, as prescribed by the Income Tax Department.

It is purely optional for interested employee only. The university is not responsible towards subsequent procedures to be followed.

Details of the Camp

1. Date of Camp : 21st, 22nd and 25th July 2011
2. Time : 11.00 A.m to 5.00 P.m
3. Venue : Public Grievance Cell (Opp. to Indian Bank)
4. Contact Person : Shri K. Siva Sankaran Cell No: 9894626300



DEPUTY REGISTRAR (F&A)

To:

1. A.R – to VC .. for kind information of Vice Chancellor
2. P.S to Director.. for kind information of Director
3. A.R – to Registrar.. for kind information of Registrar
4. P.S to FO.. for kind information of Finance Officer
5. All Deans / Head of Departments / Schools / Centres.
6. All Faculty Members.
7. All Officers of Sections concerned.
8. The-Systems Manager, Computer Centre – to display in University website.