



PONDICHERRY UNIVERSITY
(A CENTRAL UNIVERSITY)

K.CHANDRAMOORTHY, B.Com., F.C.A,
Deputy Registrar (F&A)

R.V. Nagar, Kalapet,
Puducherry – 14

No.PU/F&A/2013-14/

Date: 09/07/2013

SUB: Conducting of Camp for filing the IT returns through E-Filing – Reg

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It is proposed to conduct a camp for the convenience of the University Employees regarding filing of I.T Return through E-Filing mode as we have done last two years. In this Camp, **Shri.K.Sivasankaran**, 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 Form and guidance, upload the IT returns on E-Filing and issue the printed copy of the acknowledgment. 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.

Employees whose Taxable Income exceeds Rs.5 lakhs will have to compulsorily file their Income Tax Electronically. The last date for filing the Income Tax returns is **31.07.2013**.

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 : 15th to 17th July 2013
2. Time : 11.00 am to 5.00 pm
3. Venue : Public Grievance Cell (opp. to Indian Bank)
4. Contact Person : Shri.K.Sivasankaran Cell No:9894626300

DEPUTY REGISTRAR (F&A)

Copy To

The A.R O/c. the Vice – Chancellor for kind information to VC
The P.S to the Director (SEI & RR) – for kind information to Director.
The A.R to the Registrar – for the kind information to Registrar
The P.S to Finance Officer – for the kind information to Finance Officer.
All Deans/ Head of the Departments / Schools / Centers
All Officers of Sections Concerned.