

مولانا آزاد نیشنل اردو یونیورسٹی یونیورسٹی آف انڈیا
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited 'A' Grade by NACC)



MANUU/F&A/2019-20/257

23rd January, 2020

CIRCULAR

Sub: Deduction of TDS from Honorarium and Sitting Fee-Reg.

Ref: Approval of the Vice-Chancellor dated, 22nd January, 2020.

It is observed that various Departments and Sections are sending payment proposal towards Honorarium / Sitting Fee without mentioning PAN of the concerned beneficiaries causing difficulty to deduct TDS on Honorarium / Sitting Fees whereas, as per the Income Tax Act, TDS is to be deducted.

2. Therefore, in order to avoid any delay, it is requested to provide PAN along with the Bank Account Number and IFS Code of the concerned beneficiaries, while sending files for payment of Honorarium / Sitting Fees etc.

3. Format of Receipt to be obtained, from the concerned beneficiaries is enclosed herewith. In case any beneficiary desires that TDS is not to be deducted, an Undertaking to this effect may be obtained on the format enclosed along with Receipt.

Enclosures: As above


(M.G. Gunasekaran)
Finance Officer

To,

All Deans / HODs / Section Heads / Off- Campuses / CTEs
/ RCs / SRCs / Polytechnics / I.T.Is / Model Schools
Maulana Azad National Urdu University,
Gachibowli, Hyderabad.

Copy to:

1. Office of the Vice-Chancellor / PVC / Registrar / F.O
2. The Director (I/c) CIT, for uploading on the University website.

RECEIPT

Received a sum of Rs..... (_____
_____) towards

Sitting fee / Honorarium for attending _____

On (Date) _____ at (Place) _____

Bank Account Details and PAN

| | | | | | | | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A/c Holder's Name | | | | | | | | | | | | | | |
| Name of the Bank | | | | | | | | | | | | | | |
| A/c Number | | | | | | | | | | | | | | |
| IFS Code | | | | | | | | | | | | | | |
| PAN | | | | | | | | | | | | | | |

Signature:

Name: _____

Designation: _____

UNDERTAKING

On my volition, I (Name: _____)
(PAN: _____) hereby, declare that I shall include the amount of Honorarium / Sitting fee received from Maulana Azad National Urdu University, Gachibowli, Hyderabad, in my Income Tax Return, while reckoning Taxable Income for the relevant Assessment Year. Therefore, TDS may not be deducted.

Signature:

Name: _____

Designation: _____