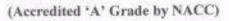
मोलावा आज़ाद वेशवल उर्दू यूविवर्सिटी مولانا آزاد نيشنل أردويو نيوري



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





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.

- 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.
- 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

Tour

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.

Gachibowli Hyderabad – 500 032, A.P.India Tel: +91(040-23000084 (Finance Office) fax: +91(040) 23008379

RECEIPT

Sitting fee /	Hono	orariı	um fo	or atte	nding	S					 	
On (Date) _						at (Pla	nce)					
				Е	Bank A	Accou	nt Det	ails an	ıd PAl	N		
A/c Holder's Name												
Name of the Bank												
A/c Number												
IFS Code												
PAN												
						Sig	gnature	e:				
						No	me:					

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: