



श्री चन्द्र शेखरेन्द्र सरस्वती विश्व महाविद्यालयः

(विश्वविद्यालयानुदानायोगस्य 1956 नियमे तृतीयविश्वमनुसृत्य संस्थापितः विश्वमहाविद्यालयः)

एनातूर, काञ्चीपुरम् - 631 561

SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

Deemed to be University U/S 3 of UGC Act 1956, Accredited with "A" grade by NAAC

Enathur, Kancheepuram - 631 561

PROF.DR.G.SRIRAM
REGISTRAR i/c

Date: 01.03.2024

CIRCULAR No. 031 / 2023 - 24

Income Tax Computation for the Financial Year 2023-24 (AY 2024-25)

In continuation to earlier circular (Circular No. 03/2023-24 Dated 20.07.2023) you are hereby requested to follow the below mentioned steps and produce proofs of investment/savings to enable final phase of TDS deduction for FY 2023-24.

The employees shall scan the original document proofs. The image shall be clear and a readable one.

Before proceeding to upload any document(s), the relevant Instructions shall be read diligently to avoid errors during uploading and/or rejection during verification by University.

Important Notes:

- 1. The Portal shall be open from 01st March 2024 and till 5 PM of 20th March 2024.**
- 2. After the above time limit, the Finance Section will verify the documents uploaded and either approve or reject the same (with reasons).**
- 3. Only uploads relating to rejected transactions will be allowed beyond the time limit and NO NEW entries will be allowed.**
- 4. The standard declaration formats provided in instructions section shall be used. They shall be edited suitably for information provided before printing and signing.**
- 5. Follow the below mentioned steps without fail.**

Step-by-step procedure for those who have selected Old scheme of Taxation:

Step 1 - Login to your LMS portal with the following link:

Inside Campus - <http://192.168.10.251/lms>

Outside campus - <http://14.139.187.51/lms>

Step 2 - Choose the "Acceptance 1, Acceptance 2 and Acceptance 3" one by one under Income Tax tab and submit all the declarations provided there.

The detailed instructions shall be read carefully.

Step 3 – Proceed to “Savings details 2023-24” under Income Tax tab and upload all your proofs.

The description, amount and date shall be provided mandatorily.

Step 4 – The Status of documents submitted (Approved/Rejected/Pending) may be viewed under “Status of proofs submitted 2023-24” at Income Tax tab.

Step 5 – The employees shall submit all proofs within prescribed time limit.

Step 6 – As and when proofs are approved, the tax calculations may be viewed under “Tax Calculation based on approval” at Income Tax tab.

Step 7 – From 21st March, 2024, the employees shall view the portal for any rejections and reupload documents suitably well within the time. The rejections shall be tracked through rejection Id against each entry. The employees shall use “Resubmit Proof for Rejected Transaction” option.

Step 8 – The last date to submit clarification or resubmission of proof shall be 25.03.2024.

Step-by-step procedure for those who have selected New scheme of Taxation:

Step 1 - Login to your LMS portal with the following link:

Inside Campus - <http://192.168.10.251/lms>

Outside campus - <http://14.139.187.51/lms>

Step 2 – Directly view “Tax Calculation based on approval” under Income Tax tab and note the tax computations and tax to be deducted in March 2024 Salary.


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