



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

(विश्वविद्यालयानुदानायोगस्य 1956 नियमे तृतीयविधिमनुसृत्य 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: 01.07.2024

CIRCULAR No. 001/2024-25

CIRCULAR ON INCOME TAX DEDUCTION FROM EMPLOYEES' MONTHLY SALARY

The University has deducted salary income tax from your monthly salaries during April and May 2024 as per last year's calculations. Please note that the same will continue for June 2024 also.

In order to ensure the right tax is deducted from your salary from July 2024 onwards, we request you to provide the following **by or before 15 July 2024:**

- a) Choice of tax regime – OLD or NEW (LMS would be set to "New Regime" by default. Should you wish to change it to "Old Regime" please do it manually)
- b) Your tax saving investment declaration
- c) If you are staying at the rented house, then amount of monthly rent (not proof)
- d) If you own a house and paying EMI, then current year's (between 1st April 2024 – 31st March 2025) EMI component split between principal and interest amounts
- e) Any other information that would potentially qualify as tax saving (example: 80G donations, LIC premia, children education, maintenance of handicapped dependents etc.)

Information requested above are to be uploaded to the LMS portal – the step-by-step guidelines are provided separately with this circular.

Questions if any, kindly contact Finance Department (Mr. Jayaraman / Mr. Balaganesh) through email or in person.

Note:

1. If no declaration made or no details provided by the employees by or before the 15/July 2024, we would assume the same investments as last year and tax deductions would be done accordingly for the rest of the financial year.
2. A similar circular will be sent in the month of February 2025 requesting for actual proof for all that you are claiming now as investments and / or other eligible deductions to adjust the tax deductions (excess or shortfall) in the month of March 2025.

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 - Click the Income Tax tab under task bar

Step 3 - Click "Tax Declaration 2024-2025" and provide your declaration through submit button.

Step 4 - After the above declaration is submitted choose 'Old Regime Tax Calculation 2024-2025' or 'New Regime Tax Calculation 2024-2025' as per your personal choice.

Step 5 - If old scheme is chosen, provide section wise and category wise, amount of savings intended to be done by you during the year. Just mention the amounts and no need to submit documentation at this time.

Step 6 - Alternatively, the New Regime Tax Calculation 2024-2025 can be chosen.

(Whichever tax regime chosen by you will be displayed in portal at any point in time.)

Click on the "Submit for Change to New scheme" button and finalize the New scheme.

Step 7 - The tax payable will be displayed on either of the schemes, choice can be made accordingly.

Step 8 - The final choice will be captured by the system, based on the latest submission after you save and exit from the link.

THE PORTAL WILL BE KEPT OPEN FOR THIS BETWEEN 01 JULY - 13 JULY 2024 TILL 5.00 PM.

Deduction and remittance of LIC Premium:

The University has been deducting and remitting LIC premium for some of the employees on their behalf as part of payroll process. Starting July 2024 payroll, this practice will be dispensed with and no such deductions will be made from the payroll for these employees towards this. These employees are advised to manage this on their own effective July 2024.

Copy submitted to the Vice-Chancellor i/c


11/7/24
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S.C.S.V.M.V.
ENATHUR, KANCHIPURAM