



श्री चन्द्र शेखरेन्द्र सरस्वती विश्व महा विद्यालयः

(विश्वविद्यालयानुदानायोगस्य 1956 नियमेतृतीयविधिमनुसृत्यसंस्थापितः 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: 04.03.2025

CIRCULAR No.042/2024-25

Income Tax Computation for the Financial Year 2024-25 (AY 2025-26)

Dear Employee,

In continuation to earlier circulars (CIRCULAR No. 001/2024-25) 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 2024-25.

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 04th March 2025 and till 5 PM of 15th March 2025.**
- 2. After the above time limit, the Concurrent auditors 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 2024-25" 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 2024-25" 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 16th March 2025, 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 20.03.2025.

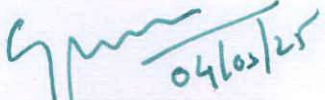
Step-by-step procedure for those who have selected new scheme of Taxation:

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 2025 Salary.


04/03/25
REGISTRAR i/c
REGISTRAR I/c
S.C.S.V.M.V.
ENATHUR, KANCHIPURAM.