



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A+' GRADE UNIVERSITY)

JAMMU (J&K) - 180006

No. Accounts/Salary/25/3306-3405

Dated: 07-01-2025

All Rectors/Directors/HOD's/Branch Officers,
University of Jammu.

**Sub: - Supply of list of Remuneration/Honorarium paid to the University Teachers/
Officers/Non-Teaching staff during the financial year 2024-25.**

Sir/Madam,

Kindly find it convenient to forward the list of University Teachers/Officers/Officials who have been paid Remuneration/ Honorarium w.e.f **01.10.2024 to 31.12.2024** in order to enable this office to prepare the Income Tax worksheets for the financial year 2024-25 on the performa given below on or before **15.01.2025**.

S.No.	Name of the Employee	Employee No.	Deptt./Section	Designation	Amount of Remuneration/ honorarium paid w.e.f 01.10.2024 to 31.12.2024

All concerned are requested to kindly note that the list of Remuneration furnished without mentioning the Employee No. of the concerned will not be entertained.

Further all Rectors/Directors/HOD's/Branch Officers are requested to send Remuneration/Honorarium details disbursed to the employees after **31.12.2024** to this office on or before **15.02.2025** so that final worksheets of the employees shall be prepared accordingly. After this communication, no further request for furnishing the remuneration/honorarium details shall be issued by this office and deduction of tax on Remuneration/Honorarium, if any, disbursed to the employees after **15.02.2025** shall be made by the respective Rectors/Directors/HOD's/Branch Officers on their own as the Salary Section has to release the last salary of this financial year in the month of February, 2025.

The matter may kindly be treated as **MOST URGENT**.

Yours Faithfully,

Assistant Registrar (Salary)
University of Jammu
Jammu

7.01.25

7/1/25