



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)  
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F. No.

No.NEIGR-fin/Accts(A)/26/2014/Pt-II

Dated the 23rd April, 2021

C I R C U L A R

**Subject: Submission of declaration of saving/investments, etc for Income Tax calculation for the F/Y 2021-22 – reg.**

With reference to the subject mentioned above, kindly find enclosed herewith the standing circular No.NEIGR-Accts(A)/26/2014 Dt: 08.04.16 for submission of declaration of saving/investments, etc for Income Tax calculation for the F/Y 2021-22.

It is requested that all concerned employees including JR (PG) & SR (DM) who are liable to pay Income Tax to submit their declaration of saving/investments, etc as per the time schedule mentioned in the standing circular.

All sections/department are requested to re-circulate the Standing Circular mentioned above for information and necessary action.

(F.R. Tariang)  
Deputy Financial Adviser

Memo No.NEIGR-fin/Accts(A)/26/2014/Pt-II

Dated the 23rd April, 2021

1. PA to Director for kind information of the Director.
2. PS to DD(A) for kind information of DD(A).
3. PA to MS for kind information and wide circulation in the Department/Sections/Unit under the direct control of MS.
4. PA to Dean for kind information and wide circulation in the Academic Department.
5. All HODs/Section Heads/In-charge for kind information and necessary circulation amongst all the Faculty/Doctors/Officers/Staff in their respective Department/Sections/Unit. It is also requested that as and when newly appointed employees (ST) join in the Department(s), contents of this Circular may be brought immediately to their notice for necessary compliance.
6. Principal I/c, College of Nursing for kind information and wide circulation in the College.
7. Dr. Star Pala, Assoc. Prof. (Community Medicine) & Officer I/c, Computer Cell, NEIGRIHMS for uploading in the Institute's website (with an advance copy to Smti. Pynhunlin Sutnga, DPA Gr-II for early action).
8. All Notice Boards (Administrative Block/Hospital/College of Nursing/MRO Hostel).

(F.R. Tariang)

Deputy Financial Adviser

पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
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Dated Shillong, the 8<sup>th</sup> April 2016.

No. NEIGR-Fin/Accts(A)/26/2014/

**CIRCULAR**

In continuation to this Institute's Circular No. NEIGR-Fin/Accts(A)/26/2014/ dated 13.03.2016 (copy enclosed), it is hereby informed to all Institute's employees including JR (PG) and SR (DM) who are liable to pay Income tax that recovery of TDS for the current financial year 2016-17 shall start from the salary bills for April 2016 onwards based on previous year's tax.

Arrears and income from other sources, if any, as declared by the employees in the previous year shall not be taken into account in order to arrive at the monthly TDS rate w.e.f. April 2016.

Applications/request from employees for higher monthly TDS than the amount fixed by the Accounts Section (A) shall be accepted.

With regard to newly appointed employee(s) joining during the year, he/she shall have to submit TDS certificate or ITR filed for the previous year or declaration of savings/investments/deductions/etc. at the time of joining for TDS recovery from monthly salary bills.

Following is the time schedule for income tax deduction/computation w.e.f. the current financial year 2016-17 onwards:-


Sl. No.	Activity/Work	Dates		Remarks (employees to note)
		From	To	
1.	Recovery of tax at source (income tax) for every financial year will be started from the salary bills for the month of March based on previous year's tax and final tax recovery will be made from salary bills for February based on final tax calculation.  (effective from F/Y 2017-18 onwards)	March	February	---
2.	Issue of Declaration Form of savings/investments/deductions/etc. by the Accounts Section (A) for provisional calculation of income tax	*1 <sup>st</sup> May of every year	*15 <sup>th</sup> July of every year	Employees proceeding on long leave before the date of issue of declaration forms may collect the same on any working day during office hours before proceeding on leave  Or  The form may also be downloaded from the Institute's website <a href="http://www.netgrihms.gov.in">www.netgrihms.gov.in</a>

contd...2/-

	Submission of declaration of savings/investments/deductions/etc. for provisional calculation of income tax every year	*1 <sup>st</sup> May of every year	*1 <sup>st</sup> August of every year	Employees who are on long leave and out of station may send the form by post and the same should reach this Section latest by the last date of submission.  Or  The form may also be sent via e-mail to this Section's e-mail id : <a href="mailto:accounts.neigrhms@nic.in">accounts.neigrhms@nic.in</a> on or before the last date of submission.
4.	Issue of Declaration Form of savings/investments/deductions/etc. by the Accounts Section (A) for final calculation of income tax	*1 <sup>st</sup> October of every year	*31 <sup>st</sup> December of every year	Employees who have already submitted declaration of savings/investments/deductions/etc. supported with full documentary proofs of payment at the time of provisional calculation need not submit again the declaration for final calculation.
5.	Submission of declaration of savings/investments/deductions/etc. for final calculation of income tax every year	*1 <sup>st</sup> October of every year	*10 <sup>th</sup> January of every year	

*\*If the dates indicated above happen to fall on Saturday/Sunday/Closed Holiday, then the next working day(s) shall be the dates for issue/submission.*

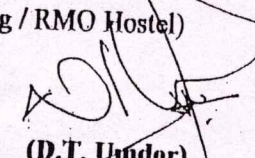
**This circular shall continue to be applicable for the subsequent financial years also until further notice.**

  
(D.T. Umbar)  
Dy. Director (Admin)

Dated Shillong, the 8<sup>th</sup> April, 2016.

Memo No. NEIGR-Fin/Accts(A)/26/2014/  
Copy to :-

- 1) PA to Director for kind information of the Director.
- 2) PS to DD (A) for kind information of DD (A).
- 3) PA to FA for kind information of FA.
- 4) PA to MS for kind information and wide circulation in the Hospital.
- 5) PA to Dean for kind information and wide circulation in the Academic Department.
- 6) All HODs / Sections In-charge / Heads for kind information and necessary circulation amongst all the Faculty/Doctors/Officers/Staff in their respective Departments/Sections.
- 7) Principal I/c, College of Nursing for kind information and wide circulation in the College.
- 8) Smti. P. Sutnga, DPA, Gr-II, NEIGRIHMS for uploading in the Institute's website.
- 9) All-Notice Board. (Administrative Block / Hospital / College of Nursing / RMO Hostel)

  
(D.T. Umbar)  
Dy. Director (Admin)

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