



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, न्यायत मंस्थान)  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

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F. No.

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

Dated Shillong, the 5<sup>th</sup> July 2017.

**CIRCULAR**

**Subject : Issue of TDS Certificate (Form No. 16) for F.Y. 2016-17 – regarding.**

This is for general information of the Institute's employees (*applicable only for those employees where TDS was deducted*) that TDS certificates (Form No. 16) for the financial year 2016-17 (A/Y 2017-18) shall be issued w.e.f 7<sup>th</sup> July 2017 onwards.

Employees may collect the certificates from Accounts Section (A) on all working days during office hours.

It may kindly be noted that employees who are unable to collect the Form No. 16 may authorize any of the Staff members in writing to collect the same on their behalf.

*Sd/-*  
Asstt. Accounts Officer  
Accounts Section (A)

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

Dated Shillong, the 5<sup>th</sup> July 2017.

- 1) PA to Director for kind information of the Director.
- 2) PS to Dy. Director (Admn) for kind information of the DD (A).
- 3) PA to Financial Adviser for kind information of the FA.
- 4) PA to Dean for kind information and wide circulation in the Academic Department.
- 5) PA to I/c Medical Superintendent for kind information and wide circulation in the Hospital.
- 6) PAs to HODs / HODs I/c for information and necessary circulation in the respective Departments.
- 7) Principal I/c, College of Nursing for information and necessary circulation in the College.
- 8) Section In-charge / Section Heads for information and necessary circulation in the Sections.
- 9)  Dr. Star Pala, Assoc. Prof., Deptt of Community Medicine and In-charge, Computer Facility, NEIGRIHMS, Shillong for uploading in the Institute's website.
- 10) All Notice Boards( Administrative Block / Hospital / College of Nursing / RMO Hostel).

Community Medicine

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*Sd/-*  
Asstt. Accounts Officer  
Accounts Section (A)

DPA  
*[Signature]*  
17/7