



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

Dated Shillong, the 1st June 2017.

C I R C U L A R

Subject : Exemption from Income Tax of Schedule Tribe – regarding.

This is for general information of all the Institute's employees including JR (PG) and SR (DM) who are members of Schedule Tribes (ST) only that henceforth exemption from paying income tax (TDS) shall be allowed by the DDO only to those ST employees who produce valid exemption certificate from the Assessing Officer of the Income Tax Department, Shillong.

2. Therefore, the above-mentioned employees are required to obtain exemption certificate in terms of Section 197(1) of the Income Tax Act, 1961.
3. ST employees hailing from other States are required to transfer their PAN jurisdiction to the State of Meghalaya, Shillong temporarily so as to enable themselves to apply for exemption certificate. For further details/queries, they may contact the O/o The Assistant Commissioner of Income Tax (TDS), Shillong, Meghalaya.
4. Employees who do not possess PAN are advised to apply for the same immediately as the PAN is compulsory for application of exemption certificate. Online application facility is available through the portal of NSDL (<https://tin.tin.nsdl.com/pan/index.html>) or portal of UTITSL (https://www.utiitsl.com/UTIITSL_SITE/pan/index.html) besides the offline mode.
5. Salary statement required for applying of exemption certificate will be issued by Accounts Section (A) after receipt of application from individual employees (ST). For further details on other necessary documents and prescribed application form for exemption, O/o The Asst. Commissioner of Income Tax (TDS) Shillong may be contacted.
6. All employees (ST) are required to submit the original exemption certificate u/s 197(1) to the Accounts Section (A) on or before **31st July 2017**.
7. Meanwhile all employees (ST) are required to furnish/submit their self attested photo copy of the PAN card to the Accounts Section (A).
8. It may be noted that if the employee fails to submit the said exemption certificate by the scheduled date, then he/she would be subject to the normal provisions of TDS. Further, TDS from non compliant employees without PAN would be deducted at the higher of the rates as provided u/s 206AA of the I.T. Act, 1961.
9. Therefore, compliance with the above instructions is very important so that the employees (ST) may not face any financial hardship later in the event of TDS deductions.

Self
(D.T. UMDOR)
DY. DIRECTOR (ADMN)

Contd.....2/-

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Dated Shillong, the 1st June 2017.

CC :

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 Heads / In-charge 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. Dr. Star Pala, Assoc. Prof (Community Medicine) & Officer-Incharge, Computer Cell, NEIGRIHMS for immediate uploading on the Institute's website.
9. All Notice Board. (Administrative Block / Hospital / College of Nursing / RMO Hostel)


(D.T. UMDOR)

DY. DIRECTOR (ADMN)

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