



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, स्वास्थ्य मंत्रालय)

(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-I/

Dated Shillong, the 6th December 2017.

CIRCULAR

Attention of Institute's employees including JR (PG) and SR (DM) who are taxpayers (income tax) are invited to this Section's Circular No. NEIGR-Fin/Accts(A)/26/2014/ dated 8.4.2016 relating to Time Schedule for income tax deduction/computation from F.Y. 2016-17 onwards. (copy enclosed)

It has been noticed that very few employees and JR (PG) & SR (DM) followed/complied with the Time Schedule for submission of Declaration form of savings/investments/etc. for provisional calculation of income tax in September 2017 which is aimed at correct deduction of income tax from all employees.

As a result the TDS in respect of majority of the employees has increased from November 2017 and this rate will continue upto January 2017 with the final adjustment of TDS to be done in February 2017.

All concerned employees are hereby reminded that the last date for submission of Declaration form of savings/investments/etc. duly supported with self attested payment proofs/receipts for final calculation of income tax for the current financial year is 10th of January, 2018 as per the said Time Schedule.

Declaration Forms received after the last date shall not be entertained.

It is hereby emphasized that the above is a standing Circular and this will continue to apply for the subsequent financial years also, until further notice/orders.

This issue with the approval of the Competent Authority.

Self
(D.T. Umdor)
Dy. Director (Admn)

Memo No.NEIGR-Fin/Accts(A)/26/2014/Pt-I/110

Dated Shillong, the 6th December 2017.

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 Departments/Sections/Units under the director control of MS.
- 5) PA to Dean for kind information and wide circulation in the Academic Departments.
- 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) Dr. Star Pala, Assoc. Prof. (Community Medicine) & Office In-charge, Computer Cell, NEIGRIHMS, Shillong for necessary uploading in the Institute's website.
- 9) All Notice Board. (Administrative Block / Hospital / College of Nursing / RMO Hostel)

प्रिन्सिपल को
बुद्धिपूर्वक रूप से
अपलोड करने के लिए
21/12/17

(D.T. Umdor)
Dy. Director (Admn)

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NEIGRIMS

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

Dated Shillong, the 8th April 2016.

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 st May of every year | *15 th 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 : www.neigrhms.gov.in |

contd. ...2/-

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|----|--|--|--|--|
| | Submission of declaration of savings/investments/deductions/etc. for provisional calculation of income tax every year | *1 st May of every year | *1 st 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 : accounts.neigrihms@nic.in 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 st October of every year | *31 st 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 st October of every year | *10 th 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.*

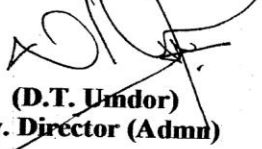
This circular shall continue to be applicable for the subsequent financial years also until further notice.


(D.T. Umdor)
Dy. Director (Admn)

Dated Shillong, the 8th April 2016.

Memo No. NEIGR-Fin/Accts(A)/26/2014/
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- 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. Umdor)
Dy. Director (Admn)

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