



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-I/302

Dated Shillong, the 20th July, 2018

CIRCULAR

Subject : Issue of TDS Certificate (Form No. 16) for F.Y. 2017-18 – 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 2017-18 (A/Y 2018-19) shall be issued w.e.f 20th July, 2018 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.

Deputy Director (Admn)
NEIGRIHMS

Memo No.NEIGR-Fin/Accts(A)/26/2014/Pt-I/302

Dated Shillong, the 20th July, 2018

Copy to :-

- 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).

Deputy Director (Admn)
NEIGRIHMS

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